



FINANCIAL REALITY FAIRTM

Task List and Timeline

1. School Recruitment *(Begin anytime)*

- ✓ Send presentation folder or e-mail docs located under School Recruitment. Include; **Cover Letter, Overview, Student Testimonials, Budget Worksheet SAMPLE.**
- ✓ Collect the following Fair details:
 - *Location? School auditorium, library, etc. (Provide **Table Set-up Diagram** document)
 - *Date/Hours of Fair? (2 hours or 2 class periods recommended)
 - *Number of Students? Minimum 45 students, maximum 150 for 2-hour time slot.
 - *Tables/Chairs Available?
 - *Location of Signage?
 - *Is lunch required?
- ✓ When confirmed; send fair date, time and estimated student count to the FRF Program Director.

2. Volunteer Recruitment *(Begin 3 weeks before event)*

- ✓ Send out **Volunteer Recruiting Email** and include **Overview for New Volunteers** document.
 - *Send to volunteers in region AND copy CU CEO's.
- ✓ 2 weeks prior, if not enough volunteers, send a 2nd **Volunteer Recruiting Email.**
- ✓ 1 week prior, complete the **Volunteer Role List** by inserting volunteer names into template and send completed list to FRF Marketing Design Coordinator.
- ✓ 2-3 days prior to event, send out **Volunteer Reminder** email.
 - *Fill in event specific details.
 - *Include Volunteer Role List and Volunteer Information.

3. Event Preparation *(Begin 1 hour before event)*

- ✓ Follow instructions as found in **Event Coordination** document.
- ✓ Photo's at Public Events: pictures & videos ARE PERMITTED at public schools. Use discretion.
 - *See **Photo's at Public Events** document for additional clarification.
- ✓ Use the **Table Set-up Diagram** document to assist in table location and the Globes of Reality placement.
- ✓ Event MC will need a copy of **Announcement to Volunteers** document to be announced 15 minutes before the event. Take group picture of all volunteers.
- ✓ Event MC will need a copy of **Announcement to Students** document to be announced at the start of the event.

4. Event Wrap-Up *(Begin 1 day after the event)*

- ✓ Fill out **Student Evaluation Summary** document from all Student Evaluations. Send copy of summary to the FRF.
- ✓ Send out **School Thank You E-Mail** document and copy the FRF. Attach pictures and **School Evaluation** document. If the school completes their school evaluation, send to the FRF.
- ✓ Send out **Volunteer Thank You E-Mail** document and copy the FRF. Fill out **Volunteer Evaluation Summary** document and send a copy to the FRF.
- ✓ If award was not given at the time of the event, submit student award winner info to Accounts Payable to issue check. Mail check(s) to award winners with the **Award Letter** document.
- ✓ Send fair pictures/video to the FRF.
- ✓ If you decide to post fair pictures/video to Facebook, tag "Get REAL FRF" and attach pictures; provide quotes received from student and volunteer evaluations; tag organizations involved.