

College Day check list

- Put the College Day event on the school's master schedule—fill out the form
- Determine what events will take place on College Day
- Determine Room Assignments
- Ask SPED and USDB for student lists
- Determine student room assignments
- Determine Teacher Assignments
- Determine the MEPS assignments
- Update postcard and send out postcard
- Write/update the Newsletter article
- Make sure the auditorium will be setup
- Determine a date for the ASVAB Interpretation
- Ask for SBO help, train SBOs
- Teacher/staff notification
- Inform teachers of facility use.
- Teacher training for ASVAB testing
- Put announcement on school webpage
- Inform transportation that we need the GTI bus to wait until 10:45
- Order bagels and juice for college reps.
- Purchase doughnuts for SBOs
- Create a schedule to visit the classroom of all senior students through their English class
- Visit all senior English classes.
- Hang student classroom assignment posters around the school
- Prepare morning announcement. Start the announcement at least 4 days before the event
- Contact the custodian about chairs, tables, and bleachers setup
- Ask admin to help in auditorium
- Copy of classroom rosters for each classroom teacher
- Ask teachers to wear their college gear

Day before college day

- Hang classroom rosters by each classroom

Day of College Day

- Take college magazines to auditorium
- Check college representatives in
- Hang college banners
- Get a walkie-talkie
- Pull desks out into the hallway for hall supervisors