I. I’m Heather Weber—don’t know me—calling and emailing
   A. Going to go over few things about the day—most of what is on sheet got in packet at sign in…. read along or read after
   B. First want to take the time to thank
      1. Peter Pitts for helping me throughout entire planning and organizing this reception.
      2. Committee – Marisa, Katie, Dave, Jerry and Emily – thanks for helping me as well

II. Throughout day—3 sessions
   A. First—10:30-12:15 and second 12:45-2:30 – Incoming students
   B. Third—3:00-5:00 – Prospective students

III. If have not signed in yet, please do so after this meeting.
   A. Table located outside building in front
   B. If signed in received packet and nametag
      1. Packet includes everything needed for day—schedules for sessions you are signed up to attend.
      2. Received an assignment sheet if you have a specific duty — speakers, sign in table people, greeters, food helpers – please read over and follow this sheet so that the day will go smoothly for everyone. Greeters and sign in people remember do not leave until the next person arrives or get someone to fill in.

IV. Also includes interest table assignment sheet.
   A. This is new this year— a way for students and parents to ask more specific questions about a certain area.
   B. Feel free to go behind any table before and between sessions when guests will be walking around.
   C. After question and answer session we will announce for you to go to the interest tables—at this time go to assigned interest table indicated on the sheet.
1. If not assigned to one go behind a table with few people or mingle with other guests.
2. Once it gets started-encouraged to move to other tables of your interests-as long as all tables are always covered.
3. If for some reason assigned to table you are not a part of just talk to me.

V. Lunch
   A. First session of volunteers and those here all day-eat at 11:00-current students and recent grads bring food upstairs during the question and answer
   B. Alum, faculty, staff, parents of students stay downstairs with food for question and answer.
   C. During q and a scatter selves with guests –mingle with everyone
      1. Move around or move group outside – but students please stay out of inside lower level – that is where the parents have their q and a.
   D. Lunch is at 12:45 for second session volunteers –stay outside or in lobby because it will be crowded.

VI. Most important point –stay positive about college!
   A. Be honest-but don’t be negative –want to welcome/recruit these students!
   B. If quiet group-talk about what there is to do at Monmouth
      1. And yes there are things to do!.... talk about new huff center, many varsity sports offered, or opportunity to be involved in a number of clubs/organizations that will be shown during the interest table session.
      2. All else fails-join another talkative group
   C. Most of all-have fun!
      1. This is your chance to meet students before arrive to campus-make the most of it!
VII. Again, thank you very much for coming
   A. Any questions at all—just come find me throughout the day.
   B. I will take questions now if anyone has any and after that you are free to
      just relax and hang out with each for a short while until incoming students
      begin arriving.
   C. If you haven’t signed in do that immediately after this as well.

VIII. Thanks! Any questions?