The goal of this plan is to create a better, friendlier environment for prospective students when they come to visit Monmouth College. We feel that after studying the layout, participating in, and reading the evaluations of the last few Open Houses that there is a better way; a way that is more efficient and fun, and most importantly will draw the student back to Monmouth College for more.

The goal of an Open House should not be to provide students with all the information that they need to make a decision, but instead provide them with a small sampling of what we here at Monmouth College have to offer. If we give them a small piece, the hope is that the Open House will get their attention enough to make them want to come back for more. Also, we felt the need for more of a student run program. While the Admission Counselors would be around all day, it is important to see the caliber of student that we have here and show off our student helpers. It is also a great way to get the kids to open up, and also contributes to lightening up the program, hopefully. Therefore, going off of these ideas, we have come up with a plan that is more concise throughout the day while still offering all the options of the old plan. Each new part of the program will be explained in further detail (if needed) below.

Junior Open House Proposed Schedule  
April 16, 2005

9:45-10:15 Check in  
This gives students and parents a more closed block of time to arrive in. Check in would be in the Auditorium. The Bus Trip (BT) will arrive around 10:00 as usual, right in the middle of this block. In order to make the BT people feel that they are part of the overall group, we felt that they should check in at the same place as everyone else, instead of being segregated as it is now in the Huff. In the lobby of the Auditorium there would be two tables set up with all of the folders, name tags and meal tickets. The tables would be split by alphabet instead of by BT and Non-BT people, that way hopefully making the BT people feel as part of the whole, and not separate. The tables would be manned by Scot’s Ambassadors (SA). We would like to see the admission Counselors “work” the lobby and inside area, meeting up with their students and chatting with parents, so that there is no idle sitting while people are waiting for the program to begin. Once people check in, they will go into the Auditorium Hall and playing on a slide show will be a revised PowerPoint presentation, with more pictures and less facts. We think that is would be best for something fun and exciting, and this is a great time for them to see pictures of all the things that happen on campus and also focus on some groups or clubs also. One of the points of the PPT should be that in addition to academics; there are things to do here at Monmouth College.

10:15 Formal Welcome by Admission Staff/President  
This will be a short welcome from wither the President or someone from the Admission office. It should be short, 5 minutes ideally, 10 minutes maximum.

10:20/10:25 Welcome and Introduction to the day by Master(s) of Ceremonies (MC)  
This is also another crucial change that we feel needs to be made to the program. Many people, after reading the evaluations and talking to parents felt like they were just being herded around all day and didn’t really know what was going on. While we do supply them with a schedule for the day, it is also good to have a voice to accompany that schedule. At this point the MC would give a brief introduction to the day, quickly running over the program for the day, and then moving them onto the next point on the program.

10:30-11:15 Brunch  
There is no immediate plan to change any aspect of the brunch.

11:15-11:45 ***Academic Fair Plan 1***  
OR  
11:15-11:40 ***Academic Fair Plan 2***
**Academic Fair Plan 1**

This is the plan that we came up with and recommend for the academic fair. In evaluating the past fairs, along with the evaluations, many of the people thought that the fair in its current form is just too long. We also thought that the Huff lobby, while pleasing to the eye, is not the best place to have a fair about academics. In our campus wide search for a more suitable, while also handicap accessible area, we came to the conclusion that the Library would be the best place to hold the academic fair. One detail that we think is frequently looked over is what are the majors of the prospective students that are actually coming? We need to look more carefully at our spreadsheet and evaluate what representation and how much we need at the academic fair. Our plan for the fair would be that in different places all over the library, the different majors would be set up. Such locations include; Electronic classroom, open classroom area on first floor, open tables in basement, study rooms in basement, study areas/nooks on second floor, art gallery, rare books room, café, couches outside IS office, and (weather permitting) the patio. There are more than enough spaces and it would provide a calmer environment. Also, it would give the students a better chance to interact with the department and get information in a quiet setting. There would be two sessions, running 15 minutes each. For those students that already know what they want to major in, during the second session, we would also offer a Study Abroad session that they could go to for more information and learn about our many opportunities. We feel that this shorter time period, and the calmer, quieter environment will be ideal for what we would like to convey about academics at Monmouth College.

**Academic Fair Plan 2**

This is the default that we came up with in the case that the first plan was not accepted. While we strongly stand behind the first plan, we also think that this is a good idea, and with the changes made from the current program has the potential to be very successful. In this plan, after the brunch, everyone would travel to the Huff and go downstairs into the large classroom area. We feel that, like the first plan, this offers a slightly closed off, quieter environment for the Academic Fair.

**11:45-12:15 Involvement Fair**

There is no immediate plan to change any aspect of the Involvement Fair. It will still be in the upper lobby of the Huff Center.

**12:15-1:15 Campus Tours by SA**

One very important aspect that we noticed is that not all of the tours get back at the same time. We feel that if we are giving an hour for tour time, then the SA should make sure that the tours take one hour. We hope to make it clear to the SA’s that they are not to arrive before 1:10 or after 1:15, that way everyone will be arriving in the same 5 minute block and there won’t be groups sitting in the auditorium for a half hour, or other groups coming in late. This is crucial.

**1:15-1:30 Presentation, Monmouth College – What College was Meant to Be!**

During this time, there will be a short presentation that will gloss over the facts of the school, enrollment, tuition, residence halls, and other facts. This cannot be a boring presentation and must be something that is not only going to be of interest to the parents, but also to the parents. This presentation should be presented by students and be designed in a lively manner.

**1:30-2:00 Question and Answer**

During this time, the students would get moved to a different location, The Wells Theatre. We feel that it is a better location to hold this because it is a more intimate and comfortable environment. It is not that much further away, and should work out better. There are no real changes besides location to this part of the program. The only thing that we felt is that instead of having a financial aide presentation during the previous program point, have Jayne Whiteside come in during this time to the parents, and give a brief explanation of financial aide, and then have the rest of the time for Q&A. The student will get the full time for Q&A in the theatre.

**2:00 Program Ends**
At this point, the MC would tell the students and parents that the program has concluded, but there will be admission counselors and SA around to answer any further questions they might have, as well as thanking everyone for coming. This will be the formal end to the program.

2:30 Bus Departs for Chicagoland area

-As you can see in this plan, there are many new things that we hope to implement, in order to create a more fun environment for students and parents alike. One idea we had to this effect was having a theme, such as “Jump into Monmouth College” or “The Early Scot gets the Worm!” thereby hopefully injecting a little fun into the day, and also getting t-shirts that match this theme. **These t-shirts would create a different environment then at the other Open House days.** We hope to express an idea that Monmouth College is a laid-back and welcoming environment, where many students enjoy being and considering this place home. Instead of having the typical black polo and khaki uniform for the Scot Ambassadors, we would like them to wear these t-shirts with nice jeans. We would request and like to approve their outfit because we still would like Monmouth coming off as an all-American college in the Midwest. **The t-shirts would be used twice because of the two Junior Open House Visit days.**

With all of these new ideas, we hope to have a new, more successful Open House day. While the current program is good, we feel that there is room for improvement, and so it is with respect that we submit these ideas. If you have any questions, please feel free to contact either one of us. Thank you for taking the time to consider our proposal.

Respectfully Submitted,
Evan Constantinides
Kim Hurley