Recruiting Events Best Practices

Before the event

- Confirm your attendance with the organizing group (week prior to event)
    - Ask for any special instructions for arrival or setup. Do you have to show ID, check in with security, enter a specific door, where should you park parking
- Have event materials prepped and printed 24 hours prior to event

Day of Event

- Leave enough time to check in and setup before the event is scheduled to start
    - Table should be setup 10 minutes prior to event starting
- Be sure to have your ID and any information you need to check in
- Dress appropriately for the event. Business casual is recommended
    - Comfortable shoes
    - WSU Tech ID or name tag
- Bring a water bottle and snacks if needed

During Event

- Wear your WSU Tech ID or name badge
- Be attentive and approachable (not on your phone or laptop)
- Have conversations with attendees about what WSU Tech offers
    - Provide materials for attendee to walk away with
    - If/when attendees are interested in WSU Tech please use provided QR Code or info request forms to collect prospective student data.

Post Event

- Clean up after yourself.
- Neatly fold tablecloth and return print items to bag in orderly fashion keep materials nice and useable at next events.
- Send a thank you to the organizing group for inviting WSU Tech to attend their event
- Return any completed request for information cards to Cody Griffin
- Return your recruiting materials with in 24 hours of your event being completed.