

2011 Summer Roadrunner Roundup Info Fair

Orientation & Family Programs cordially invites you to participate in our Summer 2011 Roadrunner Roundup Orientation Info Fair. Departmental Representatives will be able to interact with Freshmen, Freshman Transfers, Transfers, and their Family/Guests! Please review the following information to determine whether or not your office would like to participate and then fill out the attached registration form to reserve your table.

When and where does the Info Fair take place?

- **FR/FT/TR:**
 - **Tuesday, May 10th AND Tuesday, May 17th**
 - **Location: UC III Ballroom (1.106)**
 - **Set up time: 7:40-7:55am**
 - **Fair: 7:55-8:35am**

Who will attend the Info Fair?

- Although the number of students who attend the Summer programs is much smaller than Fall programs, providing all new incoming UTSA students with the opportunity to learn more about the services available to them is important, regardless of the semester they arrive or the size of the admitted group. For planning purposes the maximum program capacities have been provided:
 - Each Roadrunner Roundup program can accommodate the following:
 - Freshmen/Freshman Transfer- maximum capacity is 180
 - Transfers – maximum 100
 - Guests/Family-maximum 30

How many participants will visit my department's table?

- This is a new format for the Summer programs. Having the fair concurrent with check in will drive all participants (students and family) through the fair!
- Maps will be randomly drawn determine winners and prizes distributed at lunch
 - Students must be present to win.

What will Departments need to supply in order to participate?

- Stickers or Stamp to mark your table on student maps
- 1-2 Representatives to work the table
- A minimum of 2 items (per department) that may be used as door prizes
 - Maps will be used as the door prize drawing sheets and prizes will be distributed at lunch
- Table decorations (i.e. table cloth, display, candy or small table give-a-ways, etc)
- Handouts, brochures, pamphlets, etc
 - Representatives are encouraged to incorporate the orientation theme when gathering door prizes, decorations, handouts, etc.
 - Theme: **“Get in the Game” (Football theme)**

How does my Department reserve a table?

- Fill out and return the Info Fair Table Reservation Form to OFP by **5pm on Thursday, April 14, 2010**
 - Include name of department
 - List name, contact number, and email address of representative(s) attending
 - List the two door prize items being donated
- Each department will be assigned the following:
 - One conference table
 - 2 chairs
- Please note the following:
 - Tables will be assigned on a first-come, first-served basis.
 - There are limited electrical outlets available. Those that need electricity must state it in their reservation forms and these will be assigned on a first come first served basis.

Still have questions?

- General Questions: Mary Vadillo at x4724 or Mary.Vadillo@utsa.edu