

## 2011 Fall Roadrunner Roundup Info Fair

Orientation & Family Programs cordially invites you to participate in the 2011 Info Fair for the Fall Roadrunner Roundup and Rowdy Ties Family Orientation Programs! Participation allows departmental representatives to interact with our incoming students and their family members at each orientation program. 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:**
  - **ONE Freshmen Roadrunner Roundup Orientation per week at the Main campus. The first fair will take place on Tuesday May 31, 2011 and the last fair will take place on Tuesday August 2, 2011.**
  - **Location: UC III Ballroom (1.106)**
  - **Set up time: 11:45am-12:15pm**
  - **Fair: every TUESDAY from 12:25-3:00 p.m.**
- **TR:**
  - **Monday June 6<sup>th</sup> AND Monday June 13<sup>th</sup>**
  - **Location: UC III Ballroom (1.106)**
  - **Set up time: 7:40-7:55am**
  - **Fair: 7:55-8:35am**

### Who will attend the Info Fair?

- Students:
  - Each Roadrunner Roundup program can accommodate 450+ students (TR Roundup up to 160 students)
  - About 150 students will cycle through the fair each hour (12:25, 1:15, and 2:05 p.m.)
- Family Members:
  - Each Rowdy Ties program can accommodate 200 family members

### How many participants will visit my department's table?

- Although OFP cannot guarantee that all participants will visit all tables, OFP has created an incentive to encourage visitation at all tables
  - Each participant will receive an info fair map detailing the location of each participating department's table location.
  - Department Representatives will place a stamp or sticker on their department's location on each participant's map after visiting with them.
  - Participants who get a stamp/sticker for all tables will turn in their map prior to leaving the fair, entering the participant into a door prize drawing.
  - OFP will randomly select a map and that student will win a door prize (depending on the number of door prizes OFP receives, there may be multiple winners).

### What will Departments need to supply in order to participate?

- 1-2 Representatives
- A minimum of 2 items (per department) that may be used as door prizes
- A stamp or stickers to mark table visitation
- 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 "**Get in the Game**" (Football theme) when gathering door prizes, decorations, handouts, etc.

### How does my Department reserve a table?

- Fill out and return the Info Fair Table Reservation Form to OFP by **5 pm on Thursday, April 14, 2011**
  - Select which programs participating in (FR/FR only, TR only, or Both)
  - 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 is a limited number of electrical outlets so tables placed next to outlets will be assigned on first-come, first-served basis (one plug per department)
  - Please no more than 2 representatives per department.

### Still have questions?

- Contact Mary Vadillo at ext 4724 or [Mary.Vadillo@utsa.edu](mailto:Mary.Vadillo@utsa.edu).