



EVENT CHECKLIST



1. DAY BEFORE THE EVENT

- Make sure in-state applications and the AzCAC Student Exit Report are loaded and accessible at each computer station. Check links and send a test Survey transmission to the ACPE to verify transmission.
- Prepare a list of the steps students need to take on the event day. Print copies for the event.
- Run copies of unofficial transcripts for students and have them available for every student applying.
- Run copies of class rosters for each class attending so attendance can be confirmed in the computer lab sessions.
- Make sure ACT and SAT test scores are available for students for the event applications.
- Confirm resource and volunteer personnel attendance
- Pre-sign Arizona Public University Application Fee Waivers
- Ensure your event supplies are ready
- Remind teachers, counselors and administrators of the day's schedule and planned activities. Ask them to wear college clothing on event day.

2. DAY OF THE EVENT

1. Make sure all staff, students, college personnel, and volunteers have copies of the steps students need to take today to be successful.
2. Use the class rosters to take attendance and plan for make-up event.
3. Make sure each student leaves 10 minutes at the end of the session for Exit Report completion.
4. Set a goal of 100% of students completing an application AND an Exit Report.
5. Welcome your resource and volunteer personnel and make assignments.
6. Have your IT person available for emergencies.

7. Check with ACPE 602-542-7230 mid-morning to make sure the Exit Report data was being transmitted and received.
8. Provide unofficial transcripts and have ACT and SAT scores available for students.
9. Have in-state institutional application websites preloaded.
10. Have pre-signed public university application fee waiver forms available.
11. Confirm Exit Report was submitted prior to any giveaways being presented.
12. Make a list of students who need transcripts sent and submit to records management personnel after the event.

3. EVENT FOLLOW-UP

- Give list of transcripts needed to records management personnel.
- Contact students absent from event and begin to plan the make-up day.
- Stage a make-up day for those absent or those who did not complete an application.
- Gather information as to how many students participated and how many applications were completed for your on-going baseline data.
- When your data comes in from the Commission, review it carefully.
- Reach out to students who have tasks to complete on their application
- Share the data widely in the school and community.