

Things to consider packing when recruiting:

- Business cards
- Fact sheets
- Tablecloth
- Program banner – check out from Dean’s Office or Admissions Office
- DCB brochures, catalogs, etc. – can get from Admissions Office
- DCB Outreach brochures – can get from Dean’s Office
- Giveaways – can get from Admissions Office or order your own. Keep in mind supply may be limited so you may need to prepare by ordering in advance for larger events.
- Door prize drawing – this is a good way to collect student information. You can charge bookstore items to your department. Use names collected as leads for the Admissions Office. You will need cards for the participants to record their name and directory information and a bucket to put the cards in.
- Candy – keep your receipt and do a reimbursement expense form in HRMS Expenses WorkCenter.
- Interactive activity – think about the supplies you need. Pack an extension cord, power strip and tape to secure the cord to the floor if you need electricity.

Need assistance?

Admissions Office – 701-228-5426

Dean’s Office – 701-228-5430