

**SUNY INSTITUTE OF TECHNOLOGY
100 SEYMOUR ROAD
UTICA, NEW YORK 13502**

MEMORANDUM

TO: SUNYIT Clubs & Organizations

FROM: Kimber Haughton, Open House Coordinator

DATE: February 3rd, 2011

SUBJECT: Club/Organization Information Tables at Open House

On **Saturday, April 2nd, from 8:30 a.m. to 2:00 p.m.**, SUNY IT will host its annual spring Open House program for prospective students and their families. Once again, we are requesting your assistance in making this event a success.

Information Table Session: 12:00-2:00 pm.

- Clubs and Organizations are invited to participate by staffing an information table from **11:45 to 2:00 p.m.** in the Campus Center Gym along with our academic schools and student services.
- Please plan to be set-up by **11:15 a.m.** This is a high traffic area and is an excellent opportunity to promote your organization to prospective students.

Please note: *You are not allowed to do any fundraising during this event. Also if you need additional room or an outlet please check the correct line below and I will make arrangements prior to Open House for you.*

As in the past, we will attempt to provide an electrical outlet to club tables if requested.

Please note on your registration form if you require an electrical outlet, but please keep in mind that we cannot guarantee its availability. We will handle the requests on a first come basis, and will notify you of your status the week of the event.

Please return the attached response form to the Admissions Office by **Friday, March 25th** to reserve your information table. We hope you can join us in making this event a successful one!

Please feel free to contact me at x7500 or kimber.haughton@sunyit.edu with any questions or comments. I look forward to hearing from you.

SUNY INSTITUTE OF TECHNOLOGY
SPRING 2011 OPEN HOUSE
SATURDAY, APRIL 2nd, 2011

CLUB & ORGANIZATION TABLE RESPONSE FORM

_____ YES, our club will staff an information table from 11:45 to 2:00 p.m.
(Set-up by 11:15 a.m.) in the Gym.

NAME OF CLUB: _____
(This is how your club's name will appear on the table sign. Please print clearly)

_____ Please check here to request an electrical outlet.

_____ Please check here if you need additional room for your set-up
(Example: Baja car)

Students to staff table*: (please print clearly, as name tags are made for students staffing the table.)

(*Please note that there will only be room for two chairs at each club table.)

****Please return this form to the Kimber Haughton by****

**** Friday, March 25th ****

THANK YOU!