

## Organization Information Form

Return this form to 106 Centennial Hall or email to [proleaders@mst.edu](mailto:proleaders@mst.edu)

Organization Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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Secondary Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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Tertiary Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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Which PRO days does your organization plan to attend?

You will be contacted the Monday prior to each PRO day as a reminder. You must contact us by the Wednesday prior to PRO if you are no longer able to attend.

- Saturday, February 28, 2015
- Saturday, March 7, 2015
- Friday, April 17, 2015
- Saturday, April 25, 2015
- Saturday, May 2, 2015
- Friday, May 29, 2015
- Friday, June 5, 2015
- Friday, June 12, 2015
- Friday, June 19, 2015
- Saturday, August 15, 2015

## PRO DAY RESOURCE FAIR GUIDELINES CONTRACT

### Guidelines:

It is your responsibility to make sure your booth representatives are aware of these guidelines. **Organizations not abiding by these terms will be asked to leave the Resource Fair.**

- Check-in begins at NOON and ends at 12:30. When checking in, each organization will be given an assigned table in the atrium, hallway to the bookstore, or upstairs. Please setup at your assigned table. If you do not setup at your assigned table you will be asked to leave.
- If an organization does not show up before 12:30 they will forfeit their table in the resource fair for that day. If a group arrives after the deadline but before the beginning of the resource fair they will be given a table only if extra are available.(determined by the coordinators)
- **Check-in is required.** If you fail to check-in prior to setting up, you will be asked to leave.
- For each PRO Day, the table assignments will rotate. This will allow everyone to have exposure in the main atrium area. For example, if your organization is assigned a table in the hallway on the first PRO Day, you may be assigned a table in the main atrium on the second PRO Day, and then upstairs for the third PRO day.
- If you have any special needs such as: the need to be next to a particular group, performance space, **need an electrical outlet**, etc. please email [proleaders@mst.edu](mailto:proleaders@mst.edu) with your request and reason why by Wednesday, February 18<sup>th</sup> for all PRO Days. We will try to accommodate your needs, but it is not guaranteed.
- If any problems arise between organizations during the Resource Fair that cannot be resolved immediately, both organizations will be asked to leave.
- **DO NOT** move any tables, chairs, or other furniture inside the Havener Center. If you need something moved, please inform Mallory Purnell or Leslie Cerny. We will have someone assist you.
- Please stay by your assigned table so we can easily direct students to your table. **Only two** people are allowed to operate a booth at a time. Lunch volunteers are not allowed to operate a booth.
- The resource fair and lunch will overlap on PRO Days, DO NOT eat the lunch we provide. If you are caught eating lunch, *your organization will be fined \$15.*
- **Email this completed document by February 18<sup>th</sup>, 2015 to [proleaders@mst.edu](mailto:proleaders@mst.edu) or return a printed copy to 106 Centennial Hall.** If this document is not returned by the designated date, your organization will not be allowed to participate in the Resource Fair until it has been returned. No guarantees of a table are made for forms turned in after the deadline.
- *Organizations are responsible for the actions of their representatives & any penalties for infractions will be imposed on the organization, not the individual.*
- All decisions of the PRO Resource Fair Committee are final.

I have read and understand all of the guidelines for the 2015 PRO Day Resource Fairs. If at any time my organization does not act accordingly to the guidelines above, my organization will leave without resistance when asked.

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_