Dear SMU Admission Volunteer,

Thank you very much for volunteering to represent SMU at the upcoming college fair. Your willingness to assist SMU in the recruitment efforts of future Mustangs allows our Office of Undergraduate Admission to reach a broader audience from across the country. This box contains all the materials you will need for your fair:

- SMU Inspired travel brochures
- SMU Facts shields
- Red inquiry cards
- Pens
- Plastic table cover

**Arrival:** Please plan to **arrive 30 minutes before** the fair begins to set up your table. A sample table setup is shown at the right.

**During the fair:** At the fair, please encourage students to fill out an inquiry card so we can add them to our mailing list.

**Questions:** If a student asks you a question to which you don’t know the answer, please feel free to direct them to the Admission Office – they can email ugadmission@smu.edu for prompt help. *It is completely fine to say that you don’t know the answer.*

**After the fair:** Within a day or two after the fair, please use the enclosed FedEx shipping bag to mail back the inquiry cards, table cover, and any remaining brochures and shields. If space does not allow, **please return the inquiry cards and table cover, at a minimum.**

A return shipping label has been included for your use. You can drop this package at your nearest FedEx location or dropbox.

**Thank you:** As a token of our appreciation, we have included a reusable SMU Tote.

Please do not hesitate to let us know if you have any questions, and thank you again for assisting with SMU’s recruitment efforts!

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