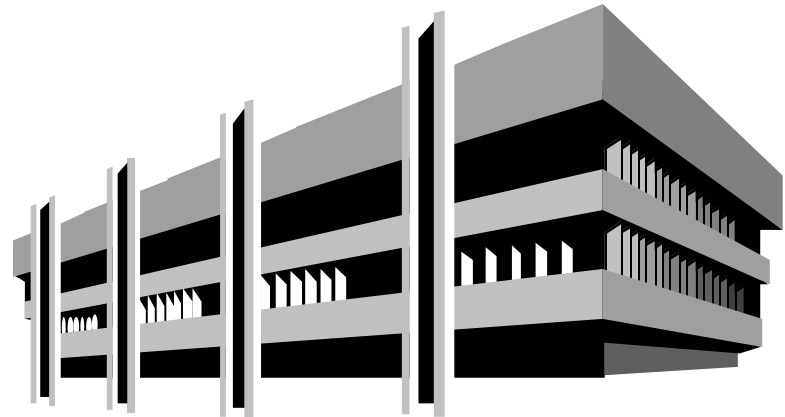


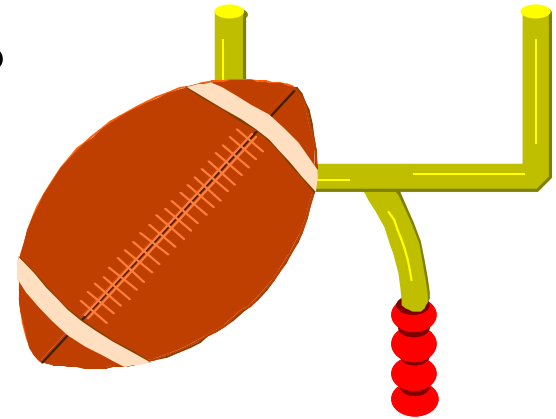
# Selecting a Facility

- ✓ Convenient location
- ✓ Adequate parking
- ✓ Appropriate room
- ✓ Necessary audiovisual equipment
- ✓ Room availability
- ✓ Handicapped accessible



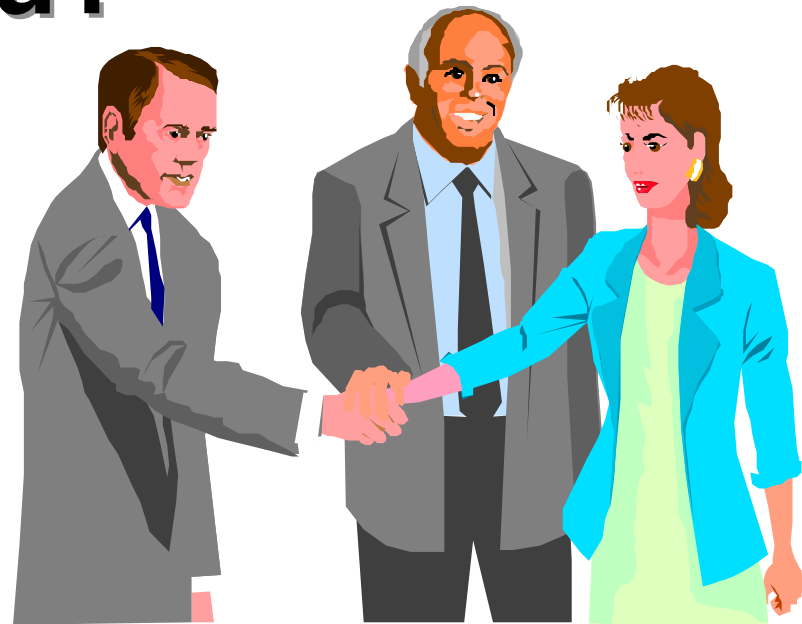
# Scheduling the Program

- ✓ Is school in session on that date?
- ✓ Does the date conflict with any holidays?
- ✓ What school sporting events or other extracurricular events are being held that day?
- ✓ Are there any major community-wide events occurring on the date?
- ✓ Is the date far enough in advance that you have time to publicize the program?



# Choosing the Presenter

**What about you?**



**You can be the presenter!**



# Publicizing Your Program

- ✓ Articles and/or advertisements in the local newspapers
- ✓ Flyers and/or posters in your school and within the community
- ✓ Announcements on the school's public address system
- ✓ Articles and advertisements in the school newspaper
- ✓ Notice in the school's parent or PTSA newsletter
- ✓ Announcement or direct mailing to parents



# Session 7

## How to Plan and Conduct a Financial Aid Awareness Program

