

Event Tips

Admitted Student Receptions and Summer Send-offs do not need to be elaborate. They don't even have to include a formal presentation! These events can be as simple as a picnic in a public park or dinner at a local restaurant. The goal is to give admitted students the chance to meet one another, ask questions about the college experience, and feel confident in their decision to attend Michigan.

DO:

- Invite the parents/families — this is nonnegotiable. Though parents and/or legal guardians may not ultimately choose to attend your event, they should be invited to all hosted events. They often play a big role in this decision and may have some questions of their own.
- For those who have a speaking role, get together and plan out who will be covering what (welcome, leading the icebreaker, any housekeeping items, etc.). It is a common mistake for there to be multiple welcomes — try to avoid this. When things are repeated, the event can feel like it's dragging.
- Request an RSVP. It will help with planning to require an RSVP returned no later than a week before the event.
- Make sure you are set up and ready to greet guests at least 15 minutes before the event is scheduled to begin. There are often early birds!
- Provide a time limit or prompt for alumni to focus on. Though the alumni experience is invaluable to share, it can be helpful to provide something more specific to focus on or a time limit to stay within so that it doesn't get repetitive.
- Stay informed about what's happening on campus. Follow us on our Admissions social media accounts or visit the university's homepage at umich.edu.

DON'T:

- Speak negatively about other institutions. Though it may be tempting to do so, you may have parents who are alums of those universities and students who are considering those institutions. Focus on what Michigan offers rather than what others don't.
- Talk about memories of partying, drinking, etc.
- Share incorrect information or advice.
- Attempt to answer specific questions about a student's financial aid eligibility. Financial aid packaging is highly individualized, so students with questions should be directed to the Office of Financial Aid.
- Give advice about housing. The reality is that students don't get much choice in their placement on campus. For example, students may be placed on North Campus — so don't say North Campus is a bad place to live or try to give advice on ways to get out of North Campus housing. North Campus is a wonderful community, with great dining and First Year Experience programming.