

# Graduation Fair

## Introductions

*Abby Bryant* – Assistant  
Registrar for Commencement,  
FERPA, Residency and Special  
Projects

*Chris De Hahn* – Assistant  
Registrar for Records,  
Registration and Graduation



# Why a Graduation Fair?

- Enhancement of our service to candidates
- Create a process flow of much of the data
- Students unsure about what they need to do
- Student Send-Off was eliminated
- Increase Purdue Alumni Association involvement with graduates



# Objectives

- Office benefits
- Overview of our planning preparations
- Layout of event
- Cost factors
- Share our experiences
- Quality assurance
- Questions



# Office Benefits

- Commencement preparations
- Cost Savings – eliminated candidate mailing
- Network with other university offices
- Build a relationship with students



# Planning Preparations

- **Locate a venue**
- **Contact department/vendor participants**
- **Arrange publicity/decorations**
- **Prepare layout of venue for event**
- **Commencement packets**
- **Tickets**



# Venue



- **Large banquet setting**
- **Crowd control**
- **Parking**



# Department/Vendor Participants

- Chappell
- Alumni Association
- Center for Career Opportunities/job placement
- Graduate School
- Bookstores
- Yearbook staff-Debris
- Financial Aid-Exit Interviews for student loans
- University Credit Union
- John Purdue Club-Athletic Office



# Arrange Publicity

- Student Newspaper
- Website
- Direct Student Email/Student Information System
- Academic Advisors
- Large Signs/Electronic Billboard
- Local Community News Service
- Balloon Vendor



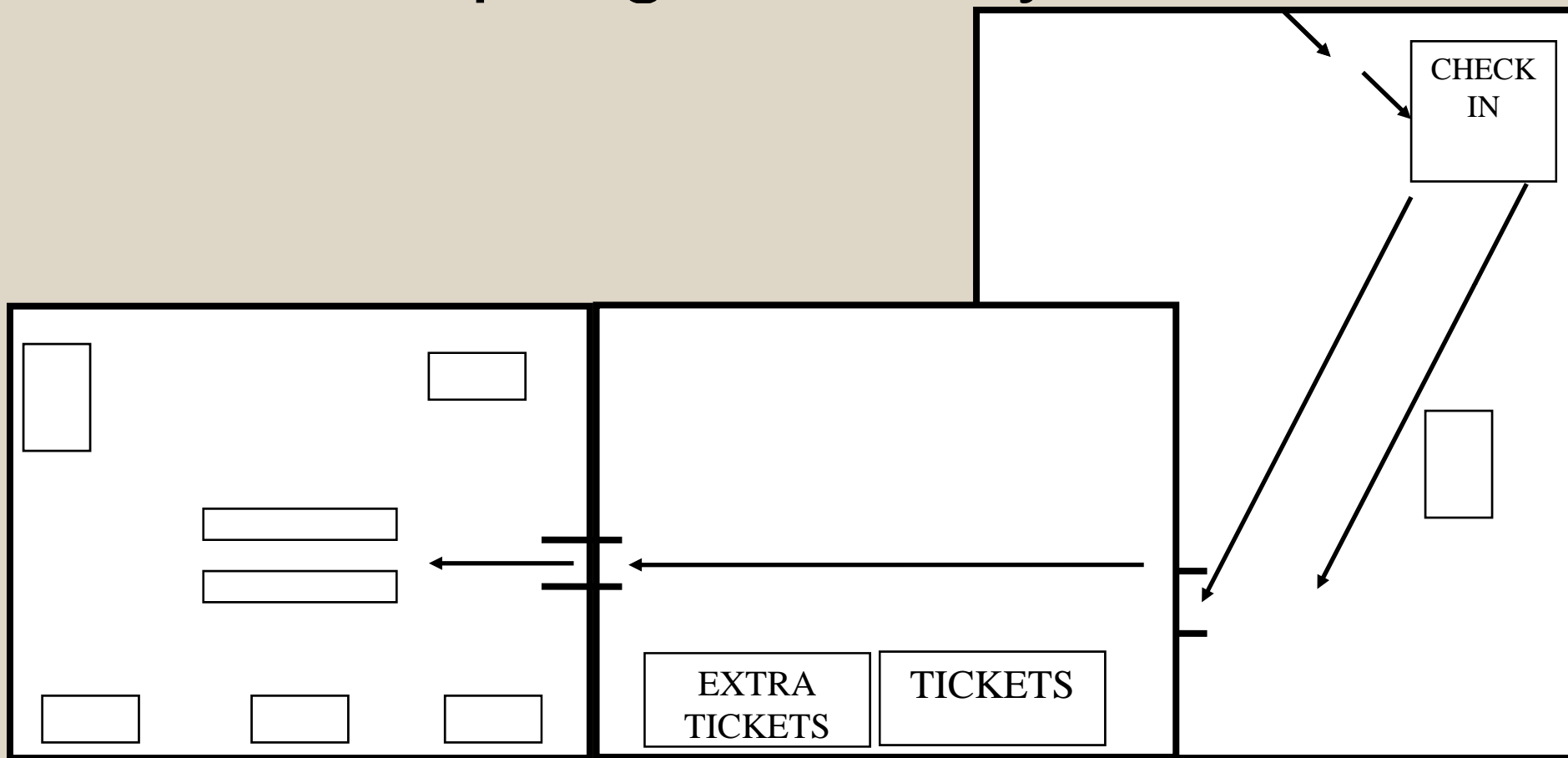
# Layout of Venue



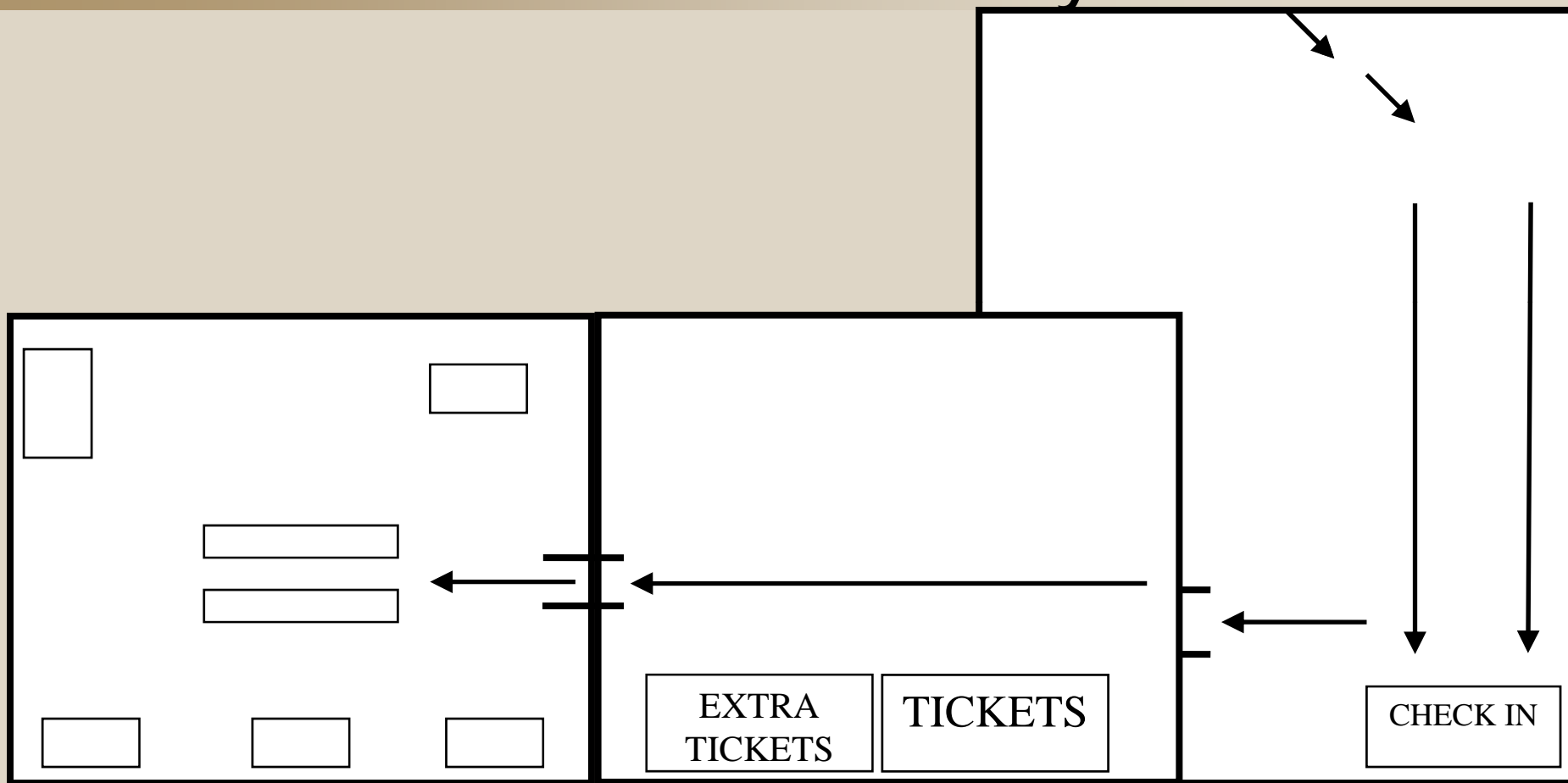
- Traffic flow
- Signs
- Placement of vendors



# Spring 2006 Layout



# Winter 2006 Layout



# Commencement Packets

- Participation card
- Brochure of information regarding graduation
- Cap/gown rental card
- Center for Career Opportunities Survey
- Bag to hold information/goodies from the fair



# Fair Statistics

Semester	# of Fair Participants	# of Ceremony Participants	% of Participation/ Fair	% Candidates/ Participation	Candidate Counts
Spring 2004	2469	4229	58%	72%	5835
Fall 2004	788	1870	42%	61%	3055
Spring 2005	3032	4280	71%	74%	5798
Fall 2005	783	1698	46%	58%	2946
Spring 2006	2617	4176	63%	72%	5763
Fall 2006	913	1693	54%	58%	2927

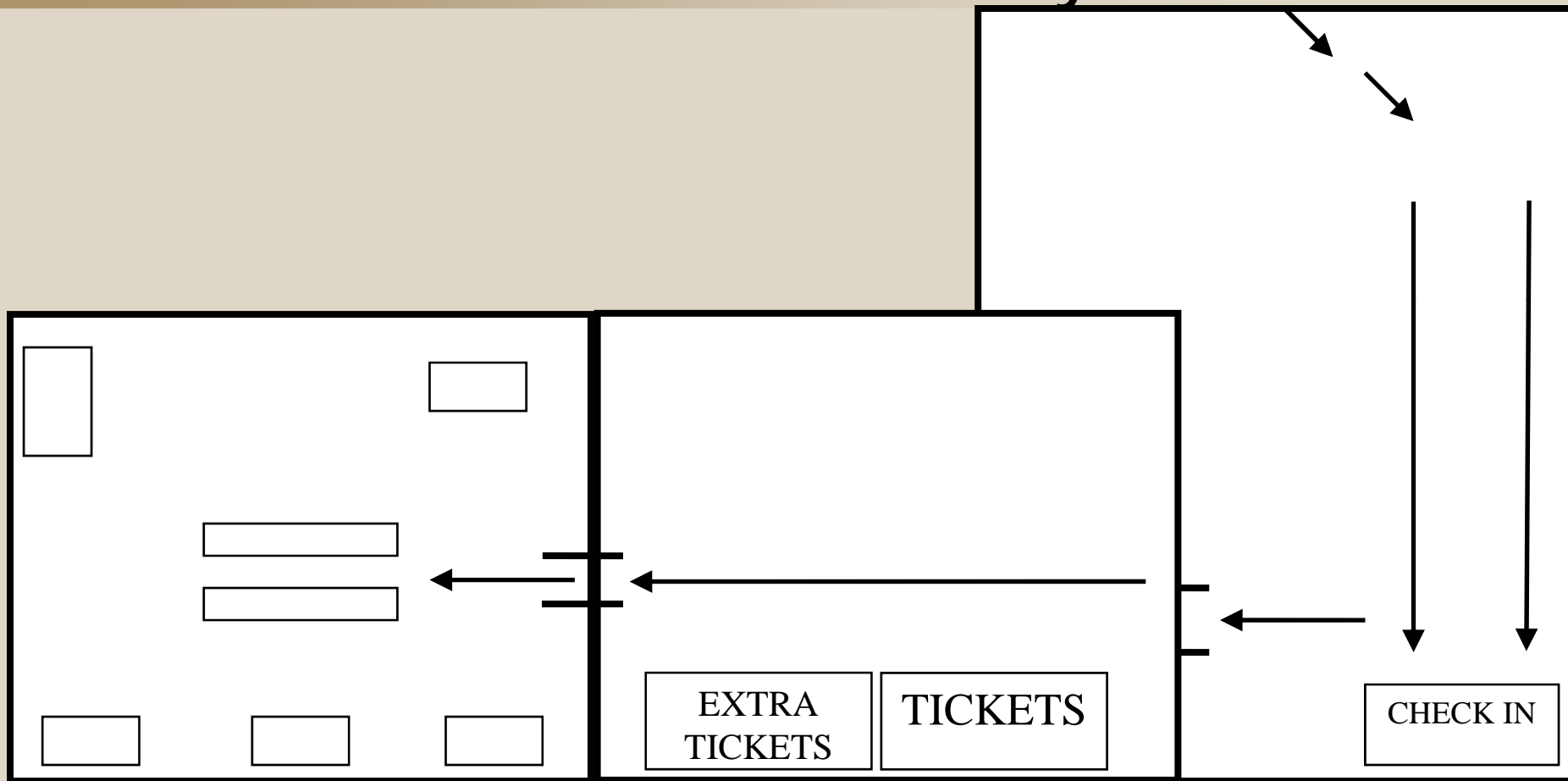


# Challenges

- Creating a good traffic flow
- Making our venue work for us
- Equality for vendors
  - Creating rules for vendors



# Winter 2006 Layout



# Questions?

