

**SUNY INSTITUTE OF TECHNOLOGY
100 SEYMOUR ROAD
UTICA, NEW YORK 13502**

MEMORANDUM

TO: SUNYIT Clubs & Organizations

FROM: Kimber Haughton, Open House Coordinator

DATE: February 3rd, 2011

SUBJECT: Club/Organization Information Tables at Open House

On **Saturday, April 2nd, from 8:30 a.m. to 2:00 p.m.**, SUNY IT will host its annual spring Open House program for prospective students and their families. Once again, we are requesting your assistance in making this event a success.

Information Table Session: 12:00-2:00 pm.

- Clubs and Organizations are invited to participate by staffing an information table from **11:45 to 2:00 p.m.** in the Campus Center Gym along with our academic schools and student services.
- Please plan to be set-up by **11:15 a.m.** This is a high traffic area and is an excellent opportunity to promote your organization to prospective students.

Please note: *You are not allowed to do any fundraising during this event. Also if you need additional room or an outlet please check the correct line below and I will make arrangements prior to Open House for you.*

As in the past, we will attempt to provide an electrical outlet to club tables if requested. **Please note on your registration form if you require an electrical outlet, but please keep in mind that we cannot guarantee its availability.** We will handle the requests on a first come basis, and will notify you of your status the week of the event.

Please return the attached response form to the Admissions Office by **Friday, March 25th** to reserve your information table. We hope you can join us in making this event a successful one!

Please feel free to contact me at x7500 or kimber.haughton@sunyit.edu with any questions or comments. I look forward to hearing from you.

SUNY INSTITUTE OF TECHNOLOGY
SPRING 2011 OPEN HOUSE
SATURDAY, APRIL 2nd, 2011

CLUB & ORGANIZATION TABLE RESPONSE FORM

_____ YES, our club will staff an information table from 11:45 to 2:00 p.m.
(Set-up by 11:15 a.m.) in the Gym.

NAME OF CLUB: _____
(This is how your club's name will appear on the table sign. Please print clearly)

_____ Please check here to request an electrical outlet.

_____ Please check here if you need additional room for your set-up
(Example: Baja car)

Students to staff table*: (please print clearly, as name tags are made for students staffing the table.)

(*Please note that there will only be room for two chairs at each club table.)

****Please return this form to the Kimber Haughton by****

**** Friday, March 25th ****

THANK YOU!