Admit Weekend 2015 Report  
Co-Chairs Barb Takahashi & Jane Phipps

**TIMELINE:**

**February –**  
Co-Chairs obtain binders (if not already) and read details from previous years. Co-Chairs meet in early February to make an action plan and decide on roles. Contact previous Co-Chairs if there are any questions.

Make contact with the Stanford Parent’s Club VP of Volunteers and the Merchandise Chairperson. Discuss plans, shift times and any changes from previous years that might need to be made. Determine the best time to meet up with the Stanford Admissions Staff. In the past this meeting with Stanford has been held shortly after Parents’ Weekend. Once a few meeting date options have been determined, the Co-Chairs will need to make contact with the Stanford Admit Weekend Coordinators to introduce themselves and to set a meeting day and time. The SPC President sometimes attends this meeting, as well. In 2015 we met at the Alumni Center. For the years 2010 to 2015 the contact has been Tanicia Perry ([tanicia@stanford.edu](mailto:tanicia@stanford.edu)) Tel:(650) 723-8783. (Matt Proto has been involved as well, but he left his job at Stanford right after Admit Weekend 2015.) Frequent communication with Stanford is essential, as they get busy and sometimes forget to reply to emails.

Draft an agenda (see sample agenda in 2014 packet) and go prepared with your proposed schedule and a list of all equipment needs.

Agenda Items:  
Nametags, tables, chairs, table cloths, balloons, agreed upon “open hours”, flyer, golf cart/student assistants (we did not get these in 2015), phone numbers, parking passes for merchandise people, parent panel, and anything else.

At this meeting be sure to discuss the Parents’ Club flyer that is included in the materials for Admit Weekend. We are usually given the courtesy of being able to proof the flyer and approve the final version of this before it goes to print. In some years, the Board has actually approved the final version. We did not have time in 2015 as it was difficult to get the draft from our Stanford contact in time. Maria Carano made the edits for us.

**March:**

Attend SPC Board Meeting; contact President for inclusion in agenda. Report your current status, answer questions, etc..

Attend planning meeting with the Stanford Admissions Office contacts. Include President, VP of Volunteers, and Merchandise Chair, if available.
Note that in 2015 we were not asked to recommend parents for the Parent Panel during Admit Weekend, and therefore were not involved with that at all. They may ask for help again in the future.

At the March General Meeting, inform members of the dates for Admit Weekend and when the online sign-ups will begin. You can remind them that some of the jobs are for current Stanford parents only. (Discuss in advance with the VP of Volunteers if there is a need to limit the number of shifts one person can take??)

Finalize and confirm all shift days/times and number of volunteers needed for each shift with the VP of Volunteers and the Merchandise Sales Coordinator, including set-up and merchandise transfers. VP of Volunteers and President draft the volunteer sign-up email and send out to members.

Volunteer sign-ups can begin in the latter part of March.

**April:**

Attend SPC Board and General Meetings to give updates, if needed.

Continue communication with your Stanford contact regarding the flyer, equipment needs, and any other arrangements.

Make sure that you have all of the items that you need for the tables. The President’s box usually has the clipboards, membership forms, pens, yellow markers, restaurant lists and maps. The merchandise team usually has the signs and banners and buttons. In 2014 they made a stand-up poster of the flyer for their Chat Table. If you think that would be useful, order that to be made if you have a soft copy of the flyer. We did not make this in 2015; not sure that we needed it.

Using the completed volunteer spreadsheet from the VP of Volunteers, send out informative reminders to all of the volunteers for each shift. Copies of some of these reminders are in the binder. Have each volunteer confirm that they will be there for their shift. Follow up with those who do not confirm.

**Admit Week:**

Contact Stanford Coordinator and confirm that all of the equipment, nametags, golf carts, balloons, etc... will be there when needed. In 2015 Tancia agreed to order us a few balloons for Thursday, so we used theirs on Thursday. This worked well as it was nice to have the clusters of balloons all match, plus we didn’t have to hassle with balloons on that early arrival day.

Pre-order balloons for Friday and Saturday (Safeway?) if you would like balloons. Two or three clusters of five balloons are probably sufficient.
**Wednesday:**
Meet the set-up team at Arrillaga (1:00 in 2015) and help set up tables. The merchandise tables can be fully set up with merchandise since they will be locked up and safe. We had two tables for Chat on the back lawn facing the McCaw Hall exit where the parents emerge. Merchandise had four tables. The catering people have twice taken the back lawn tables (unknowingly) for their purposes on Thursday morning, so it may be wise to put a “reserved for Parent’s Club” sign on those tables since they will be empty until Thursday morning.

Obtain the name tags that Stanford made for your volunteers.

In 2015 Tanicia’s cell phone number was: 650-283-6888. Confirm that that number is still correct. Get the cell numbers of her other key helpers.

**Thursday:**
Today is the big day. We arrived at 7:20, which was good since our tables were missing and we had plenty of time to correct the situation. The sales and chat shifts started at 8:15. Prep your team with instructions such as: to welcome and congratulate parents, answer questions, give tips for Admit Weekend, invite them to the Mixer, and allow them to sign a membership form if their child is committed. The Pro-Fro’s and parents are let in at 8:30.

Distribute and collect nametags from the volunteers.

**Thursday Evening Mixer:**
In 2015 we asked the Mixer volunteers to arrive 15 minutes before the mixer so that we could hand out the nametags and “Ask Me” buttons. (5:15). Many of the volunteers arrived quite late, and we didn’t have a check-in area arranged for once the event got crowded with parents. So we suggest that you specify in advance an exact area where they can pick up their badges and buttons, but encourage a timely arrival!

Distribute and collect nametags from the volunteers.

We have made the suggestion to Stanford that they find a different venue for the Mixer. It is often cold in the evening and Russo Café is very far from everyone’s cars down at Galvez Field. Many of us volunteers re-park our cars on that side of campus so that we don’t have so far to walk after a long day. This has proven to be of help when we have offered rides to Galvez to parents with mobility problems.

If the venue is outside, be sure to remind your volunteers to bring jackets.

**Friday:**
Sales set-up was at 7:45; Chat shifts started at 8:45. Hopefully the tables and chairs are there when you arrive. They were not there as promised for us, and it took a
while to get them. Be sure to have the cell phone numbers for people to call if there are any problems. We closed at about 3:00 and stored all of our things in the hallway/closet upstairs near Catering Services in Tresidder. The Stanford facilities guy, Efrain, lets us in (Efrain Magana, (650) 799-1558).

Distribute and collect nametags from the volunteers.

You may want to tape some signs to the tables reminding facilities NOT to remove them as you will be needing them again in the morning. When we arrived on Saturday the tables, chairs, and tablecloths had disappeared and it took nearly two hours to get new ones.

**Saturday:**
Again, we had missing tables, so do what you can to prevent this. Both of us Co-Chairs had figured that there would be no issues with the tables since we had left them there the night before, so we both attended the Parent Breakfast (8:45 – 10:30). This was a mistake, since the tables did disappear. We suggest that only one Chair go to the breakfast, and the other help with the set-up. The breakfast person needs to remember to bring nametags and buttons for the volunteers.

Distribute and collect nametags from the volunteers.

Sales shifts started at 9:30 and Chat at 9:45. We started packing up around 2:30 and the transporters arrived at 3:00. We loaded the boxes into the vehicles and away they went for storage.

**Within One Week of Event:**
Write thank-you’s to all of your volunteers. See binder for examples.

**At Next General Meeting:**
Give a brief summary of Admit Weekend.

**Before the June Luncheon:**
Write up your reports. Turn over your binders to the incoming Chairs at the luncheon.