

**Station 1
Sign In**

Instructions

Before the first participant arrives:

1. Place blank sign-in forms on a table near the entrance
2. Place two-sided postcards on the table
3. Have folders available for those participants who want to use them to collect handouts at the Fair stations
4. Have spare pens available as well
5. If registrants are to wear name tags, have some available along with a black mark so that they can write their name on a tag

As participants arrive:

6. Welcome registrants as they arrive
7. Have them sign-in
8. Ask them to make out a nametag for themselves (if appropriate)
9. Invite them to take a pen or a folder
10. Explain to them that they can go through the stations in any order they would like
11. Ask them to complete one or both sides of the postcard (as appropriate) as a way of helping them to capture key learning points that they find particularly relevant to them
12. Invite them to help themselves to food and drinks
13. Remind them to have fun