LOUISIANA GEAR UP
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A Program of the Board of Regents

FAFSA
COMPLETION EVENT

NCCEP

Activity

TIMING:
Date: _____ Time: _____Number of events: _____

LOCATION
Where will the event(s) be hosted? _____

MARKETING/MEDIA
How are you going to get the word out?

_____
_____
_____

ASSISTANCE
How many students/parents are you expecting? Use that number to plan for the help that you will need. _____

GIVEAWAYS
What will you give out? _____
How will you know who qualifies for a prize? _____
How many prizes will you give out? _____

Discussion

- **What are your challenges? (consider every aspect if your activity)**
- **Who are your partners? (who will help you plan? Who will help at the event?)**
- **How will you schedule your event? (who is your contact person at your sites?)**
- **How will you engage the students?**
- **How will you confirm FAFSA completion?**