[](https://www.wolvesunion.org/media/)Freshers’ Fayre Tips

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**Dates**

**Walsall** – Sports Centre @ 11am-4pm on **27th September**

**City Campus** - @ 11am-4pm on **29th September**

**Before the day**

**Book your place at Freshers’ Fayre:** Get this booked as soon as possible with the Societies Support Coordinator. Please email [E.Lodge-Chilton@wlv.ac.uk](mailto:E.Lodge-Chilton@wlv.ac.uk)

**Plan for your stall:** Make it eye-catching because not only will the best dressed stall win a prize (a £20 Nando’s gift card for each person, up to 4 people per stall), but you will attract new members.

Stall Ideas:

* Display photos from events and activities from the previous year
* Give out small freebies (e.g. sweets, keyrings, badges, cakes)
* Games (for example: how many sweets in the jar- winner gets sweets, or sign-up to be in with the chance of winning a prize)

If you need funding for any of these items please put your requests in early for the Society Development Fund, which can be found here: <https://www.wolvesunion.org/societies/supportfund/>

***Please note:*** There will be no plug points in the Sports Hall in City or Walsall at Freshers’ Fayre.

**Plan what information you want to get across:** What do potential members need to know about your society? It may be a good idea to give out flyers for people to take away with them. All promotional material should have a contact name and email so they know who to get in touch with.

**Plan an event:** Have a meeting or event planned and booked so that your new members have something to attend straight away to keep their interest. Or you could plan a free taster/ give it a go session so that potential members get a feel for your society before joining (for advice and support with taster sessions please contact the Societies Support Coordinator).

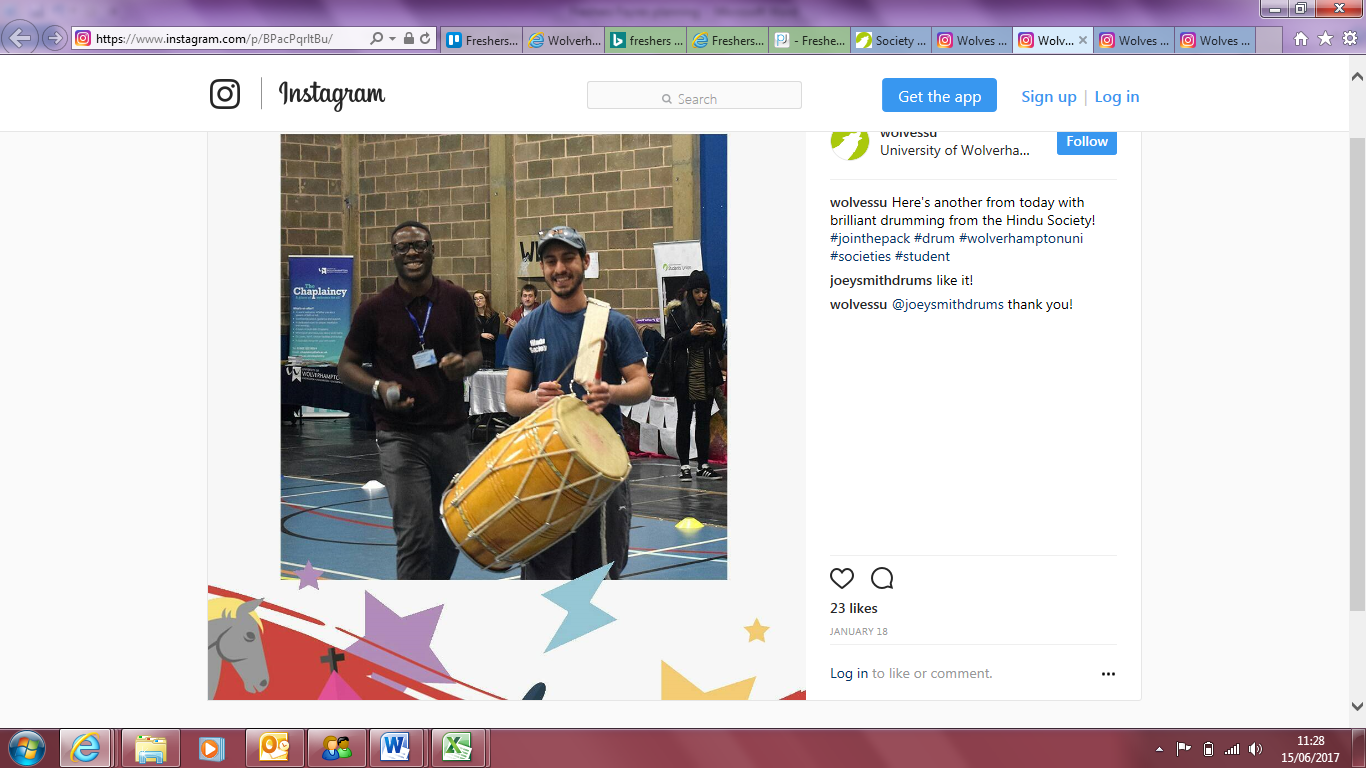
[](https://www.wolvesunion.org/media/)  
**Preparing for questions:** Think about what questions you might be asked by other students about your society, and how you will answer them. Some commonly asked questions might be; ‘why should I join your society?’ and ‘what activities have you got planned for this year?’

**What information do you need?**  What information do you need from students when they sign up (name, student number, and email address) And how will you gather this information? Prepare sign-up sheets.

**Remember!** Please discuss your ideas with us, we love to hear them and are always willing to support you.

**On the day**

***Tips!***

* Turn up early (10am) you will need plenty of time to set up before Freshers’ Fayre begins.
* Have a rota in place for your stall. Think about who is able to man your stall and ensure that no one is left there alone all day.
* Make sure you get chance to enjoy the fayre and talk to other societies to make links for joint events.
* Be enthusiastic and friendly, confident and chatty.
* Don’t overcrowd your stall with members otherwise you might appear intimidating.
* Let people know what they will get from joining your group.
* Bring pens for sign-ups.
* If you have any problems on the day speak to the Societies Support Coordinator or another SU staff member (they will be wearing green).
* Save resources for the whole day so there is still some for the late comers.

***Remember:***

There is strictly **no selling or fundraising at the Freshers’ Fayre**, there will be many other opportunities to do this at other planned society events and on request throughout the year.

Feel free to give away freebies and promotional material (Make sure to capture data and new students’ details).

If your freebies include any food items then the allergen information needs to be made available and clearly visible on your stall.

If you intend on making the food you give out, you will need to complete a risk assessment. A template for this can be found here: **https://www.wolvesunion.org/societies/societyresources/**

**After the event**

**Don’t forget to keep in touch with people whose details you collected during the fresher’s event**. Email them to remind them of meeting times and venue.

**Any questions?**

Contact the Societies Support Coordinator at:

[**E.Lodge-Chilton@wlv.ac.uk**](mailto:E.Lodge-Chilton@wlv.ac.uk)or **01902 322024**