Financial Aid
EVENT CHECKLIST

What’s Included

- PA Student Aid Guide
- PA Treasury Brochure (PA 529)
- FAFSA Tipsheet
- PA Forward Private Student Loan Brochure
- Scholarship Tipsheet
- Bookmarks: Account Access, FSA ID Bookmark, MySmartBorrowing
- Directional Posters

Tips for a Successful Event:

One Week Prior:
- Verify and confirm details of the venue – confirm audio visual needs and any special instructions.
- Continue to promote event by sending announcements.
- Ensure all materials and publications are ready for distribution to participants.

Day of Event:
- Set up sign-in sheet.
- Check that microphones, speakers, computer, projector, and internet work.
- Post the directional posters PHEAA has provided to direct attendees to the event and restrooms.
- If necessary, designate staff to help with parking or post parking signs.

QUESTIONS? Contact your Higher Education Access Partner!
For additional promotional items, visit PHEAA.org/FANToolkit.