

# Financial Aid Event Checklist

## What's included?

<input type="checkbox"/>		PA Student Aid Guide	<input type="checkbox"/>		PA Treasury Brochure (PA 529)
<input type="checkbox"/>		FAFSA Tipsheet	<input type="checkbox"/>		PA Forward Overview Brochure
<input type="checkbox"/>		Scholarship Tipsheet	<input type="checkbox"/>		Federal Student Aid Account (FSA ID) Flyer
<input type="checkbox"/>		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
- If necessary, designate staff to help with parking or post parking signs

**Questions? Contact your Higher Education Access Partner!**

For additional promotional items, check out our Financial Aid Night Toolkit on [PHEAA.org](https://www.pheaa.org).