Good Day, 4 Jun 19

Parents’ Weekend 2019 is fast approaching and we look forward to seeing you at the 2019 Parents’ Weekend Information Fair held in the Arnold Hall Ballroom on Fri, 31 Aug, from 10:00 am-4:00 pm (tentative). **The schedule isn’t finalized, but normally it is the same each year. The below instructions are the same as last years and if they change I will get it out to you as soon as possible so you can plan.**

If your organization is interested in participating in the Information Fair please complete the two attachments and return via email to [USAFA.ParentLiaison@usafa.edu](mailto:USAFA.ParentLiaison@usafa.edu) NLT 12 July 2019.

* The Fundraiser Approval Process requires a full description and a PHOTO of each item that you would like to sell and a certification statement that your organization certifies that any USAFA-related imagery (shields, crest, logos, etc.) that your organization has created/commissioned has been approved. Email approval is fine. You can send approval requests to Ashley Murphy at [Ashley.murphy@usafa.edu](mailto:Ashley.murphy@usafa.edu), (719) 333-7818, 2304 Cadet Drive, Suite 3100, USAF Academy CO 80840 for logo approvals. She will route as appropriate. Please cc me so I am kept in the loop

Please note that Arnold Hall personnel will not be able to escort any guests into the cadet area.

* The Visitor Gate hours on Thursday are 9:00 am – 10:00 pm, and Friday, 6:30 am – 10:00 pm (tentative times for Friday based on last year’s gate opening). You may park in the Upper Harmon Hall Parking area. Parking is very limited, only 100 spaces. This is the closest parking area to Arnold Hall that you are permitted to park.
* You may set up your area in Arnold Hall on Thursday, 29 August, 3:00pm to 7:00 pm or Friday, 30 Aug, 6:00 am – 9:30 am. No participants will be permitted to access the Arnold Hall patio to off-load items; however, Arnold Hall will have a limited number of carts available for use to carry items into the building from the West Harmon Parking Lot. We encourage you to bring carts for your items.
* If your organization is approved to fundraise at the Information Fair, each participant will be provided (1) 30” x 60” table and (2) folding chairs. Participants must provide their own electrical cords, table cloths/coverings, signage, and display easels.
* The Information Fair ends at 4:00 pm (pending SUPT approval for ending time). As a courtesy to our guests, all participants may not tear down until 4:00 pm.
* All participants must complete the attached Fundraiser Approval Request Letter. If you are not fundraising, please annotate it on the letter. The letter will serve as your reservation form.
* Participation is on a first come, first to get a table. **Arnold Hall is only able to accept the first 15 approved parents’ clubs so the sooner you get the paperwork to me the better. It will be first come first serve as I get complete packages.**

Please complete the (2) attached documents and return with pictures (as applicable) to: [USAFA.ParentLiaison@usafa.edu](mailto:USAFA.ParentLiaison@usafa.edu). If you any questions on the requirements to fundraise, please feel free to Marie Nikovits at 1-877-268-3383 or (719) 333-3828. If you questions for the actual setting up etc… then you can contact Jeanne Hollander at Arnold Hall, (719) 333-4496. Business hours are 7:30 am – 4:00 pm, Monday – Friday.