



First Generation
Scholars Network

First Gen Symposium

Monday, March 11, 2024

Cardinal First Logistics: How to Plan a First-gen Event

**Marissa Gaigalas, Associate Director for First-Generation Initiatives
North Central College**

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Who is in the room?

Timeline Order:

Summer Prior

Start of the semester

One week out

The Week of

Day before

Event Day

Post event

Summer Prior:

Determine First-gen status

North Central defines first-gen as “neither parent earning a four-year college degree.”

Summer Prior:

Outreach to prospective students

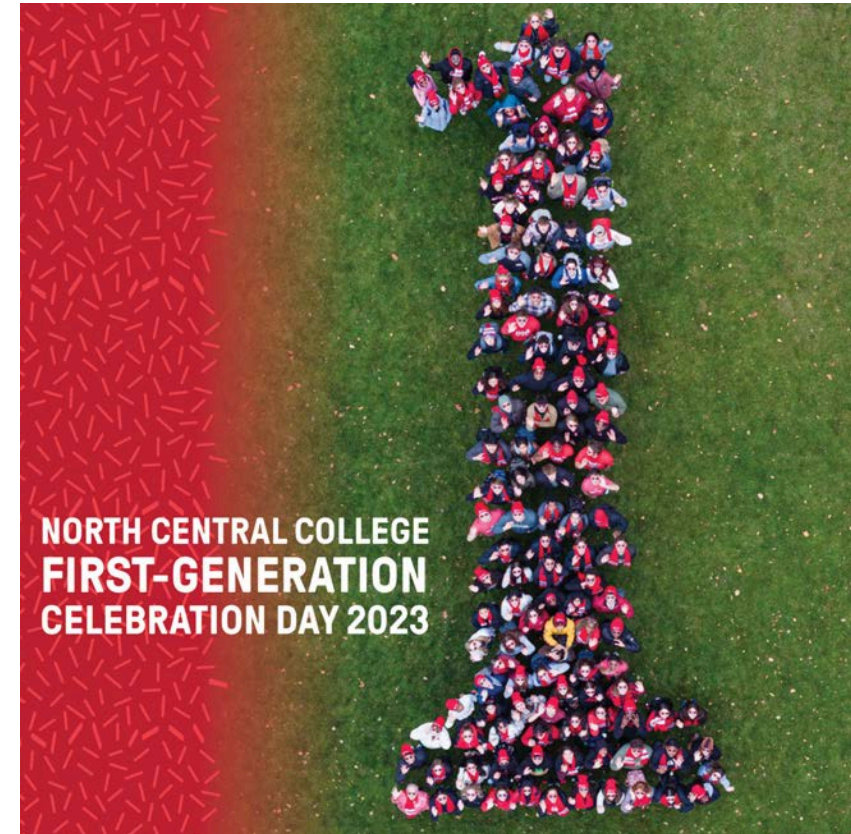
- USPS mailings
- Office of Admissions Events
 - Visit Days
 - High School group Visits
 - Community College group Visits
 - Admitted Student Days



Start of the semester:

Outreach to enrolled students

- Strategic outreach
 - Emails
 - Phone calls and text messages
 - Classroom Visits
- Campus Partners
 - Student Success
 - Coaches
 - Residence Life



Start of the semester:

Outreach to enrolled students cont.

- Student buy in...
 - \$1,000 Cardinal First Scholarship
 - Multiple workshop time sessions offered
 - Breakfast or lunch included
 - Community with first-gen peers
 - Connection to first-gen faculty and staff
 - Personal and professional development and student well being
 - Leadership opportunities

Start of the semester:

- Google Drive
 - Google Sheets for Time session and seating chart
 - Google Forms for RSVP links
- Food ordering
 - Minus 10% rule
- First-gen faculty and staff engagement

Start of the semester:

Workshop Content and Development

- Personal and professional development, and student well being
- Timely content specific to each cohort
- We are the students' "connectors"



One week out from event day:

- Weekly communications
 - All first-gen students receive our emails
- Plan event agenda
- Cardinal First Leadership Team meetings
- Room set up
 - Table pods



Week of event day:

- Targeted outreach
- Nametags
 - Assigned seating
- Timely handouts



Day before event:

Pack the wagon!



Event Day: Room Set Up and Welcome

- Arrive 90 minutes before start time
- Targeted SignalVine reminders
- A-frames
- Welcome table with nametags, maybe swag
- Table pod set up
 - Timely handouts
- Student Leaders serve as hosts
- Set the vibe

Event Day: 1 hour workshop

- Always start and end on time
- Phones away (out of sight)
- Light meal provided
- Structured Social Interactions
- First-gen Faculty or Staff Involvement
- Workshop content and development
 - Timely personal and professional development, student well being
 - Collaboration with campus partners (Career Services, Student Success, Study Abroad, Financial Literacy, etc.)
 - Celebrate *every* milestone!

Post event: Follow Up and Debrief

- Thank you emails to first-gen faculty guest
- “We Missed You” emails
- Social media posts to show engagement
- Constructive feedback



Additional Tips

- Plan event dates *early* and book venues in advance
- Organizer bins
- Planning document for each event
- QR code for event sign in
- Set away message on event days
- Proactively get to know your students



For more information:



www.noctrl.edu/cardinal-first



@NorthCentralCollege.CardinalFirst



@firstgencardinals



cardinalfirst@noctrl.edu

Questions?