



Gwynn Park Parent-Teacher-Student Organization (PTSO)
"All Students Acquire & Achieve Academic Excellence"

August 23, 2010

Dear Admission Office,

The Gwynn Park High School PTSO College Fair & Expo will take place on Tuesday, September 21, 2010 from 5:00 pm – 8:00 pm at Gwynn Park High School in Brandywine, MD.

We are inviting you to participate by sending a representative from your institution to set-up-a table, to discuss and distribute information specific to your school's available programs, scholarships and financial aid requirements.

Prince George's County Public Schools is the second largest school system in the state of Maryland and the 18th largest in the nation. The high school student population exceeds 42,000 and we anticipate a great turnout.

This college fair and expo is administered and sponsored by the Gwynn Park High School PTSO. This fair will be open to high school students, parents and high school counselors and will give university representatives a unique opportunity to promote their institutions and thus multiply their promotional efforts.

Please refer to the attached information for registration details. For more information, feel free to contact Charles McCormick, PTSO President (202) 212-0345 or Cheryl Jamall, Director of Activities (240) 676-4026, Gwynn Park High School PTSO at: events@gwynnparkptso.com.

The deadline for securing a table has been extended to September 15, 2010.

Educationally Yours,

Charles McCormick
PTSO President
Gwynn Park High School

Cheryl Jamall
Director of Activities & Fundraising
Gwynn Park High School PTSO

SCHEDULE OF EVENTS
2010 GWYNN PARK HIGH SCHOOL PTSO
COLLEGE FAIR & EXPO
www.gwynnparkptso.com

FAIR SCHEDULE

5:00pm to 8:00pm

REGISTRATION DETAILS

To register, please return the following by September 15, 2010:

- (1) Completed 2010 College Fair Registration Form
- (2) Registration fee – \$100.00 payable to the Gwynn Park High School PTSO.
- (3) Registration fee after August 23, 2010 -- \$125.00 payable to Gwynn Park High School PTSO.**
- (4) Submit your 100 word (maximum) institutional profile via email to events@gwynnparkptso.com.
- (5) If you cannot attend, please email events@gwynnparkptso.com with your decline.**

We reserve the right to edit profiles that exceed the 100 word limit.

CANCELLATION

Cancellations must be made in writing on institutional letterhead by either email or mail. All refunds are subject to a \$25 processing fee. **No refunds will be issued after August 23, 2010.**

LATE REGISTRATION

Late registration is accepted on a space available basis.

CONDITIONS OF PARTICIPATION

- Registration is limited to U.S. regionally accredited institutions.
- Satellite campuses are required to attend under the registration of their main campus.
- Participation is limited to members of the admission/recruitment staff, alumni, professors or current students.

THE GWYNN PARK HIGH SCHOOL PTSO will provide:

- A table, two chairs for each participating institution.
- Snacks and drinks throughout the fair.
- A program brochure for all attendees.
- Publicity in the form of flyers, press releases, email announcements to all high schools, newspaper advertisements, radio advertisements and website announcements.
- Area hotel list will be provided upon request.

CONFIRMATION

Upon receipt of completed registration form, registrants will receive an initial acknowledgement along with additional information about the fair including hotel reservations/rates, arrival info, instructions for the shipment of material.

If you have questions, please do not hesitate to contact events@gwynnparkptso.com or Charles McCormick, PTSO President at (202) 212-0345 or Cheryl Jamall, Director of Activities (240) 676-4026.

**2010 GWYNN PARK HIGH SCHOOL PTSO
College Fair & Expo Registration Form**

www.gwynnparkptso.com

Please return form by September 15, 2010

_____ YES, my institution will participate in the **2010 GWYNN PARK HIGH SCHOOL PTSO College Fair & Expo** on **Tuesday, September 21, 2010** in Brandywine, MD.

_____ NO, my institution is not able to participate in the **2010 GWYNN PARK HIGH SCHOOL PTSO College Fair & Expo** but keep us on the list for next year.
If you cannot attend, please email events@gwynnparkptso.com with your decline.

Registration/Payment: Information:

Gwynn Park High School PTSO

P.O. Box 556

Brandywine, MD 20613

(checks are made payable to Gwynn Park PTSO)

events@gwynnparkptso.com

We have enclosed check # _____ in the amount of \$ _____ for rental of _____ booth(s).

Name of Institution _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Email _____

On-Site Emergency Contact Phone Number _____

Name of Attending Representative _____

Title _____

Representative _____

Title _____

Representative _____

Title _____

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