



How to Run a Successful FAFSA Workshop

At least 1 to 2 months before the event:

- Solidify your goal/plan for the event and select your target audience.
- Decide if you want to host a FAFSA workshop (fill out FAFSAs) or simply have a presentation.
- Contemplate how many attendees you would like to have.
- Define the time of the event. Pick a convenient time for the audience and avoid Mondays so reminders may be sent out the week of the event. If you are planning to provide refreshments, keep that in mind as well.
- Select a date by referring to school calendars to avoid other significant events.
- Choose your presenter. If needed, contact your local college or university financial aid office to request a presentation/presenter.
- Pick a location and decide whether the workshop will be in-person or virtual.
- Set up an event registration using a website like Event Brite or Survey Monkey- not mandatory but will be easier to communicate with attendees.
- Advertise the event using student/parent email, announcement area of school website (if applicable), evite, Facebook, etc., and hang posters around campus.
- Request volunteers to assist during the event and assign duties.

At least 2 to 5 business days before the event:

- If conducting a workshop, remind students/parents to attend together and bring their FSA login. (FSA login *required* ahead of time in order to login to FAFSA application).
- Provide an evaluation form at the event so you can measure the success of the workshop for future planning.
- Ensure your technology is in place and working (i.e., computers, microphones, video feed, video projectors).
- If applicable, purchase refreshments.
- Print/gather handouts. You may request materials from the college or visit <https://financialaidtoolkit.ed.gov/tk/resources.jsp> for resources.