



Western Carolina University

To: **WCU On-Campus Departments**

From: Valley Ballyhoo Planning Committee
210 A. K. Hinds University Center
One University Drive
Cullowhee, NC 28723

Date: June 22, 2009

Subject: Valley Ballyhoo Fall 2009

Last year's Valley Ballyhoo was a huge success! New and returning students felt welcomed and had an exciting time. WCU departments and divisions played an integral role in our accomplishment. We are again allowing groups to pre-register for this year's event. This will allow us to better meet the needs of all our groups by pre-planning the layout as much as possible. There are no sales allowed at Valley Ballyhoo, only information and giveaways are permitted.

Please fill out the form below, detach, and mail to the above address. After submitting your registration form, you will receive a follow-up letter during the first 2 weeks of August **via email only (make sure your email address is valid)** giving you directions for parking and other specific details such as your table number.

Please note this year's event is on Saturday, August 22, 2009 from 4:30 PM – 8:00 PM. As in years past, we will assign each group on a first come basis. Please understand that table preferences/requests will be honored when possible but are *not guaranteed*. Also, please note that there is no power at tables and we will not provide tents. **Remember that there are only a limited number of tables available!**

The Valley Ballyhoo Planning Committee would like to thank you in advance for helping us to create a wonderful opportunity for our students and campus community this fall.

If you have any additional questions please call (828) 227 – 7206.

Participants should arrive to set up their display between 3:30-4:00pm. Participants are expected to remain until 8:00 pm.

The form below **MUST** be returned in order for your group to participate!

Contact Person: _____

On-Campus Department: _____

Phone: _____ Email address: _____

Yes! My department would like a table!

(Tables will be provided by the Valley Ballyhoo staff. There is no cost for on-campus departments.)

Signature: _____

By signing and returning this form I agree that my group will be represented at the Organization/Merchant Fair held in conjunction with the 2009 Valley Ballyhoo.