

Tips for Tabling

Asking Permission

- Do I need a permit? How often can I use this spot?
- Set up your table in a high-traffic area at an event like a concert, festival, or church bazaar. (Make sure to get permission first.)
- Are there any restrictions on the types of equipment that can be set up?

Gather All Your Supplies

- Create a banner/posters
- Clipboards, pens, tablecloth, chairs, paperweights, posters, and a camera or your phone for pictures
- Don't forget sign-up sheets or petitions, clipboards, and pens for each volunteer.

Find Helpers

- Ask friends, family, or other related organizations to volunteer to help you out

Plan an Ask or Two

- Tabling should do more than just inform people about an issue. You also want them to take action! Once you select an issue or program to focus on, choose a specific way you'll ask them to get involved.
- Ask them to attend an upcoming event, join our email list, or sign our most recent petition.
- If your tabling location has internet access and electrical outlets available, you may be able to set up a laptop for people to take action immediately at the table.

Setting Up Your Table

- Put out just enough materials to make the table look interesting and professional; too many materials can become disorganized.
- Set up your table in a high-traffic area with good visibility. If people can't see your table from far away, they will be less likely to stop by.
- Be creative and grab people's attention with cool graphics, glitter, lights, or a fun activity game.

Practice Your Pitch

- As people walk up to your table, smile, say hi, and make eye contact.

- You may also want to have volunteers step out in front of the table and approach people in the crowd.
- Rather than trying to reach everyone, focus on those who seem interested in your message.
- Give your pitch, offering each person a chance to take action and inviting him or her to learn more. You'll be able to spread the word about the issues that matter—and you might even make a few new friends along the way.
- You have to be able to capture someone's interest within one sentence or the first five seconds they glance by. Think of a quick catchy and creative one that will grasp their attention.

Know Your Stuff

- It is very important that you understand what we are, how we work, and why we are needed.
- Know your facts!
- If someone has a question that you cannot answer, just take their contact information and let them know that you will get back to them with the right answer.

Gather People's Information

- Be sure to document every person with the slightest bit of interest by asking them to provide you their contact information on your clipboard/sign up sheet.

Never Get Discouraged

- Not everyone is going to want to talk, sign-up, participate, or even have the same passion as we do. Just remember to keep smiling, stay positive, and encourage people it is easy to make a difference!
- Always say "Thank You" to everybody that stopped by your table.
- Have fun and know you're making an impact!