THE ART OF TABLING:
RECOMMENDATIONS FOR SUCCESS

What is the purpose of your table?
- Informational for your organization
- Informational for your event
- Recruitment
- Fundraising/ticket sales

What should be on your table?
- Signage indicating who you are (table cover or paper banner)
- Signage indicating what you’re promoting or advertising (posters, tri-fold, easel)
- Handouts with important organization or event information
- Promotional materials (pens, pins, candy, giveaways)
- Pictures of your organization or past events
- Multi-media (laptop, iPad, video)

Who should be at your table?
- Members of your organization
- No more than 2-3 people at a time

Other helpful tips:
- Wear clothes that are related to your organization or event.
- Be cautious when using music. If using it, keep it at a reasonable volume.
- Make eye-contact with passersby in your tabling area. SMILE!
- Don’t force your information on people. Only reach out to those who seem interested.
- Make your table interactive...try a game or trivia.
- Be cautious of friends who stop by to chat – they are blocking your table from others.
- Try standing at your table instead of sitting. It makes you seem more engaged in the tabling experience.
- Know when the busiest times are in the locations in which you are tabling. Early mornings and late afternoons tend to not get much traffic.