



### **Theresa's Tips for Tabling**

1. Bring your own tablecloth. Be mindful of what is in your space; a large banner, sign or activity may block your neighbor's space!
2. Prepare a short explanation of your product or services that you can say when someone comes to your table.
3. Please bring business cards, brochures/handouts, and flyers for your events.
4. Have one or two staff members at your table; you can set up shifts if you have more than two.
5. There will be attendees who speak other languages (Spanish, Armenian, Tagalog, etc.) Having a staffer at your table who is bilingual is strongly encouraged!
6. Bring a sign up sheet or an interest list to collect people's email addresses or phone numbers.
7. You may want to bring some small giveaway items (coloring books, crayons, pens, pencils, candy) for your table that will encourage people to come over.
8. Think about having a children's activity or coloring page.
9. If you have a raffle prize at your table, collect participants' cell phone numbers so you can text them if they win.
10. Have Fun! When you are enthusiastic and friendly, people will want to engage with you!