

Tabling Tips

- 1. Tabling is an active not passive activity.**
When you attend a tabling event, try to engage people at the event. Don't wait for them to approach you—invite them over to say hello.
- 2. Never leave a table unattended.**
We all need bathroom breaks, but try to stay at your table and stand. If you are sitting, visitors may think that they are “bothering” you.
- 3. Make it fun and highly visual.**
Create a display board that is engaging and shows people in action. If you can add a game (wheel of fortune / trivia facts), it makes it more fun.
- 4. Have a quick five second intro to “stop” passersby.**
Consider asking them a question. (Do you remember who helped you fill out your college applications?)
- 5. Give them something to take away to read later and make sure that it includes your contact information.**
- 6. Have visitors sign up for something.**
The act of signing one's name goes a long way toward making a commitment. Perhaps they would like to receive an announcement to your next orientation meeting.
- 7. You are there to activate interested people not convert uninterested.**
- 8. Have an activity planned within one week of when you table.**
This is what you can invite them to attend.
- 9. Plug in interested and motivated people right away.**
Don't wait.
- 10. Use current volunteers to work the table with you.**