

STUDENT ORGANIZATION RESOURCES

TABLING

Tabling is one of the easiest and most effective ways to connect with students, promote your organization, recruit new members, and advertise upcoming events.

BEFORE YOU TABLE

Have a Goal: Are you recruiting new members? Promoting an event? Selling something?

Prepare Your Materials:

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| ☐ Tablecloth | ☐ Giveaways |
| ☐ Organization Banner | ☐ Event Calendars |
| ☐ Flyers/Handouts | ☐ Meeting Information |
| ☐ Sign-Up Sheet/QR Code | ☐ Social Media QR Codes |

Need supplies? Visit the Student Organization Resource Room in ASC 2023!

Know Your Message: Every member staffing the table should be able to answer:

- What does your organization do?
- Who can join?
- When and where do you meet?
- Why should someone get involved?

DURING TABLING

The most successful leaders:

- Stand in front of or beside the table
- Smile and make eye contact
- Welcome students as they walk by
- Start conversations with open-ended questions

Try these questions:

- "What are you involved in?"
- "Have you heard about our organization?"
- "What kinds of activities interest you?"

AFTER YOU TABLE

Follow Up Quickly: Reach out to interested students within 24-48 hours.

- A thank-you message
- Meeting information
- Upcoming event details
- Ways to get involved immediately