Tabling 101
What is tabling?

Tabling is a table or stand that is set up in order to effectively raise awareness, recruit members to an organization, or even advertise for a special event.
Why is tabling important for SNCAE?

- Gets the word out about SNCAE.
- Gets people interested and asking questions.
- Recruits new members!
Where can you table? What events can you table at?

Places you could table:

- Interest meeting for SNCAE local chapter.
- Student organization fairs.
- Freshman orientations
- Your school of education building.
What supplies do you need to table?

- SNCAE or nice table cloth.
- Computer (optional - if people would like to register at the table)
- Brochures (or informational packets)
- Poster or trifold board (include pictures of events and some important info!)
- Candy, pens, buttons (Things people can take and remind them of SNCAE!)
- PEOPLE TO MAN THE TABLE!
- Sign up sheet
How do you table properly?

- Make it neat and professional
- Keep it interesting and informative.
- Make sure things can be seen, and easily read.
- Be interactive with the students.
  - Have a 60 second explanation of the organization.
- Have something for the interested party to take with them.
Why is proper tabling important?

- To recruit members
  - People want to see professional work from a professional organization
- Proper tabling for your organization makes your organization look good.
Tabling examples.

Proper tabling:
SNCAE tabling example:
Things to remember!

- Keep it professional
- Keep it interesting
- Be friendly. Leave a good first impression on those who are interested.
- Have at least 2 people manning the table - don’t be afraid to walk up to people as they pass by your table. Some people may not be comfortable enough to make the “first move” and come up to you on their own.
- Interact! (Maybe have a game or something to get people interested)
- NEVER STAND BEHIND THE TABLE!