

Tabling Checklist

Meet with finance to review budget and supply renewal

Create a spreadsheet of Tabling events

Contact event organizers and request space for non-profit organizations

Ask members to commit to one event for approximately 1-2 hours.

After the tabling event be sure to send follow up email to each person that showed interest within 24-48 hours

Supplies

- ☐ Table (Claire for now until we purchase one)
- ☐ Tablecloth
- ☐ Chair(s)
- ☐ Print material (let president/secretary or treasurer know if we are running low)
 - ☐ Applications
 - ☐ About Us
 - ☐ Corporate sponsorship form (when available)
 - ☐
- ☐ Pictures
- ☐ Dog bowl (for events that are dog friendly)
- ☐ Donation Jar for table
- ☐ Candy
- ☐ Print material holders
- ☐ Bowls (for incidental use)
- ☐ Rocks to hold down papers on windy days
- ☐ Tent (Steve for now until we purchase one)
- ☐ Pens
- ☐ Swag (when available)
- ☐ Kiwanis Banner
- ☐ Volunteer Sign up sheet