

TABLING 101:

A GUIDE FOR STUDENT GROUPS

Why Table?

Tabling is an effective way to increase the presence of your group on campus by engaging with large numbers of students and faculty. Not only can this increase membership numbers, but it can also help you educate students and spread your group's mission.

Tabling Tips and Tricks

Timing:

Schedule your tabling event to occur during busy times. For example, the 11-1pm slot or 5-7pm are great options if you are tabling in the Olsen lobby.

Location:

Be sure to pick a highly visible location on campus for your tabling event. The library and the Olsen Student Center lobby are great picks. Don't forget to reserve the space by the Room Reservations link at least 24 hours in advance as certain locations fill up fast!

Stay in Touch:

Lots of people will show interest in your table or group when you are speaking with so many students. Make sure you have a Google Form or paper sign-up sheet available to get the emails of new members.

Attract the Eyes of Students

From candy, to games, to swag items, there are so many ways to get students to your table which is half the battle. Once you draw them in it is much easier to talk to them about what your group is about or what you are tabling for.

Don't Get Discouraged

While tabling will pull in a number of interested students, some may be less likely to chat. Especially during busy times of the school year, some students may be short or seem disinterested. Rejection is ok, do not take it personally.

How to Reserve a Table

Tables can be reserved via the Room Reservations link on the Morningside Student Government website or on the Marketing and Communications page on myside.com. Take a peak at the reservation schedule before you submit your reservation in order to ensure the time slot is clear. You will receive an email confirmation of your reservation within a day or two of your request.