



*Ole Miss*

The Gertrude C. Ford  
Ole Miss Student Union

# Tabling Training Spring 2021

# Objectives of this presentation

**1.**

Outline helpful tabling strategies.

**2.**

Describe expectations and responsibilities related to Covid-19 and tabling.



# Helpful Tabling Strategies

Proactive things you can do to engage students and passersby.

- Recruit your members/staff/leadership who can easily talk about the meaning of your organization/department and enjoy talking to people about it.
- Find ways to engage people passing by your table. Do not just sit at your table and expect people to come to you.
- Have informative handouts that you can give to people that discuss your organization/department and what you have coming up.
- Have prizes/giveaways that can incentivize people coming to talk to you at your table.



- Make your table look as professional and appealing as possible—nice tablecloth, appealing display board, organized set-up, eating away from the table, etc.
- Maintain openness with the people walking by your table. Don't have your back turned or look as though you are not available to talk.
- Consider having something that participants can do at your table. Maybe it is writing something on a whiteboard, answering a question, etc.

# Helpful Tabling Strategies

**Proactive things you can do to engage students and passersby.**



# COVID-19 & Tabling

1. **SOCIAL DISTANCING:** Social distancing must be maintained at all times (indoors and outdoors).
2. **CAPACITY:** Must adhere to COVID-19 capacity limitations and regulations currently in effect for tabling with the Only two chairs will be set up at each eight (8) foot table.
3. **MASKS:** **Cloth face coverings or masks are required for organizations/departments tabling—at all times at all times except when actively drinking or eating (indoors and outdoors).** Passersby are strongly encouraged to wear masks.
4. **FOOD:**
  - **Moderate Risk Requirement:** food services grab and leave only.



# COVID-19 & Tabling

5. **GIVEAWAY ITEMS:** Organizations/departments may give out items to passersby. You should wear gloves when setting up items and allow passersby to individually pick up any items you are giving out.
6. **HAND SANITIZER:** You must provide hand sanitizer at your table.
7. **TABLING MONITORS:** Organization/department is required to enforce all guidelines as well as communicate to all those participating in tabling for the organization/department.
8. **REGISTRATION:** Tabling must be registered with The Gertrude C. Ford Ole Miss Student Union and department/organization must review guidelines and complete brief quiz.

*Quiz is available here: <https://forms.gle/zf8dnFk7VF6xPtAZA>.*





Make sure you have reserved your table with the Student Union.



Make sure your organization/department is aware of your tabling and is ready to help!



Share all relevant Covid-19 guidelines with your organization/department as they relate to tabling.

# NEXT STEPS & FINAL THOUGHTS

**Use your resources and talk to your team about this!**

**Don't forget to take your  
assessment at the conclusion of  
the presentation.**

**Quiz here:**

**<https://forms.gle/zf8dnFk7VF6x>**

**PtAZA**





**FOR QUESTIONS,  
SUGGESTIONS,  
OR COMMENTS:**

Email us at [union@olemiss.edu](mailto:union@olemiss.edu)

