

Tabling Training Spring 2021

Objectives of this presentation

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

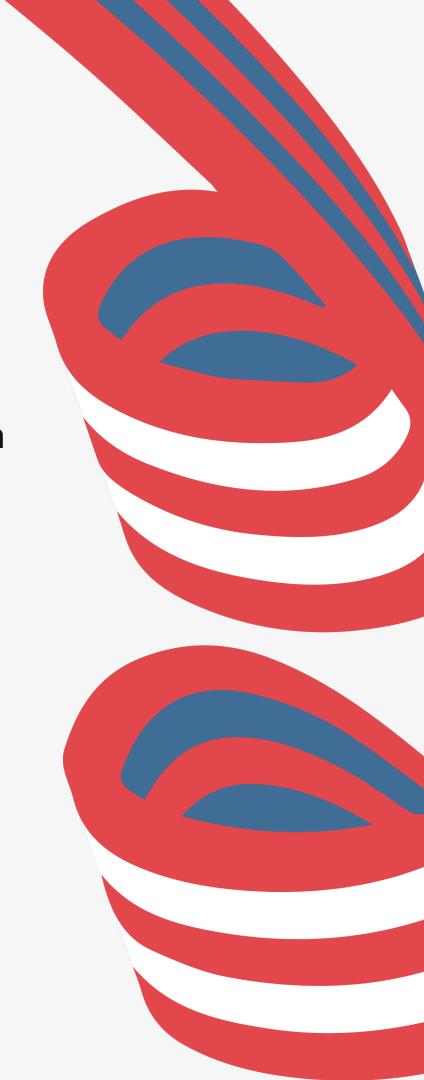
Proactive things you can do to engage students and passersby.

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:

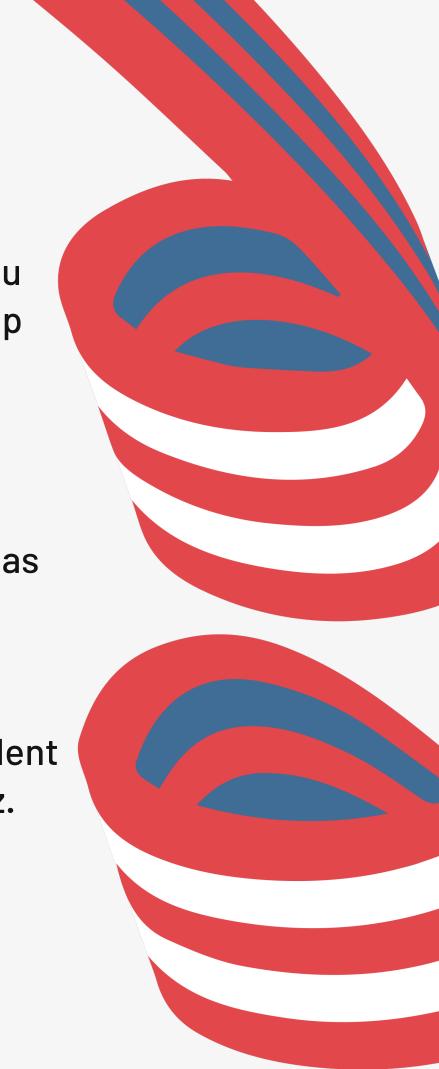
• Moderate Risk Requirement: food services grab and leave only.



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