



FBB tabling guide

You should have:

1. Printed or mailed marketing materials, including posters and brochures
2. A guide to FBB's programs
3. A guide to effective tabling
4. Reminder email sign-up sheet (to receive an email after the conference)
5. Mailing list sign-up sheet
6. Volunteer shift sign-up sheet (to organise volunteers for the table)
7. If possible, an electronic device to show website and sign-up process (and allow people to sign up immediately if they want). Have our videos ready to play.

Setting up

1. Find out when you should show up to set up on the first day and come a bit earlier.
2. If you have a choice of tables, pick one near electrical outlets, in direct line of sight for people coming in and out of talks, and/or in an area where people will have to walk.
3. Set up everything on the table.
4. Put the email sign-up sheets to one side, so you can talk to new people without having people signing up being in your way.
5. Put the computer to one side, so that people watching videos/looking at the website aren't keeping you from seeing people either.

At the end of the day (multi-day events)

1. Check with event planners to be sure that it is safe to leave table setup and items there.
2. If it is, take the laptop or anything likely to be stolen with you.
3. If they can't be sure that the table will be safe, leave a few flyers. Pack up everything else and take it with you, and plan on being there early the next morning to unpack.

After the conference

1. If you're using a mailed tabling kit, Cathleen should email you before the end of the conference with an address to send the materials to. If she hasn't done this, feel free to email and check with her. You will be compensated promptly for mailing costs.
2. If you've used a printed kit, please try to hand out all your materials by the end of the event, or hang on to leftover materials for future events.
3. Send Cathleen the record of volunteers and shifts at your table
4. Scan, photograph or type up the email sign-up sheets, and email to Cathleen.
5. Recycle any materials that will be outdated by the next conference.