



Steps for Tabling as an Organization

1. Submit a [Registration of Activity \(ROA\)](#) at least 2 weeks before the tabling date.
2. Once confirmed, you will receive an email from the Dean of Students' Office.
3. Market your Organization's Tabling Event with flyers, graphics for social media, in GroupMe, etc.
4. On the date of the event, bring your supplies and marketing items for your table. If your approved location is in the Student Union, your table(s) and chair(s) will be placed in your approved area (based on your ROA).

If the reserved equipment is not there, contact the Student Union (985) 549-5670 or visit room 1518 on the first floor of the Student Union.

**If your location is outside of the Student Union, you will need to request tables and chairs from Physical Plant (985) 549-3333.

5. After the event, breakdown equipment and leave equipment under the breezeway.

Tips for Organization Tabling

1. **Students love FREE things!** Try giving out swag items, candy or goodies to students who visit your table.
2. **Make a Small Handout** with your organization's information (social media handles, upcoming events, contact information) to hand out to interested students.
3. **Invest in a Poster Board** to use at your events that show pictures of your members and the benefits of joining your organization. *You can purchase poster boards from Document Source!*
4. **Get a Tablecloth and Decorations!** If you have a tablecloth and fun decorations that catch people's eyes they will be interested and want to see what you are promoting.
5. **Create a playlist!** Playing music is a great way to get people engaged with your tabling, just make sure that your music is clean and not too loud! Classes may still be going on and you don't want to disturb them.
6. **Try Themed Tabling Events!** A theme will give you ideas on the music to play, the decorations to use, what to hand out, and different activities to do!
7. **Be Outgoing!!!** If you want people to talk to you, you have to be willing to talk to them! Go up to people and talk to them, make the first communication move, and don't just expect them to walk up to you!