



## KENTUCKIANS FOR THE COMMONWEALTH

*30 Years of Action for Justice*

P.O. Box 1450 • London, KY 40743 • 606-878-2161 • [www.kftc.org](http://www.kftc.org)

### ***TABLING CHECKLIST!***

(Things you may want to make sure you have at your next table!)

1. **Someone needs to be in charge!** Make sure everyone has that person who is the point person for the event (organizer, intern, host).
2. **Schedule.** Always good to know what volunteers you expect when, to let people know what hours they are needed, and to help whoever is in charge. Also helps ensure folks are there for putting everything together and taking everything down. 1 – 2 hour blocks work well.
3. **A table.** Seems pretty self-explanatory. But it's easiest to talk to people if you have a base of operations. (Not all "tabling" needs this, such as if you're canvassing a bus stop).
4. At least **2 volunteers for each time slot.** Not a necessity, but something that's nice to have. If you're doing voter registration, for instance, and someone is unable to sign their name you will need two people to verify that they gave you the information.
5. **Tent/Canopy.** The sun is hot, and no one likes that. By having a tent you can create shade for folks to come into to cool down, but also a place for your members to stay cool and relax.
6. Who Are You People? We need to make sure that folks know who we are. This means we need to bring a **KFTC Banner, Balancing the Scales, KFTC Brochures**, etc.
7. **Voter registration cards.** Most of our tables in the coming months will have a voter registration component. It's hard to register voters if we don't have the cards on us.
8. **Application for Civil Rights.** Doing voter registration anywhere you are likely to meet a couple people who cannot register to vote. While we cannot register them, we can help them begin the process.
9. **Lock Box.** Channel your inner Al Gore, and put away sensitive material in a secure location. And only one. And make sure the person in charge has it. (Example: **voter registration cards, petitions, action cards, membership forms, checks**, etc.)
10. **Clipboards.** Something needs to hold all that paper.
11. **Pens.** How else can we get their numbers?
12. **Take ACTION!** We've been taking action for justice since 1981, so make it easy for folks to as well. Be it a **petition, issue interest survey**, etc.
13. **Donation Jar.** Not appropriate for every setting, but having a donation jar is an easy way to get memberships and donations, and increase grassroots fundraising.
14. **Paper Weights.** The wind blows. And often takes away sign-up sheets, brochures, etc. along with it.
15. **Drinks and Snacks.** Definite necessity if you plan on being some place for a long while where volunteers won't have access to water or snacks.

## *Do's*

1. **Determine key objectives** for tabling before you schedule your table.
2. Once you have your objectives, **ask permission** to set up if possible. Festivals, school move-ins, other non-profit events may be great places to have a table, but we need to check with them first.
3. **Create a schedule** before your table if at all possible.
4. **Go over your checklist.**
5. **Be visible!** Stand on other side of the table, and set up something that can draw people's attention to your table like a display. This includes **being loud**, if need be, to cut through the figurative and literal noise.
6. **Be friendly!** Say hello to passersby, greet other people tabling, and be polite.
7. **Don't limit the conversation!** Be willing to talk about any part of KFTC's work you are comfortable with.
8. Have **one location for sensitive information** to go to at the end of the day.
9. **Have a schedule.**
10. **Choose joy & have fun!**

## *Don'ts*

1. **Don't eat food at the table** (if at all possible).
2. **Don't talk only to other volunteers with KFTC.**
3. **Don't disrespect the host(s).** If they ask you to do something, do it. If you think they are wrong to say something, approach the person coordinating the event.
4. **Don't obsess over the schedule.**
5. **Don't make stuff up.** If you don't know the answer, say so, and make sure someone follows up with them.
6. **Don't get angry.** We must always be more reasonable than our opponents. Stay calm, cool, respectful and firm.
7. **Don't throw away personal information.** No matter what happens, it is important that it gets back to the organizer.
8. **Don't get disgruntled.** One bad conversation can make anyone's day harder, but keeping it with you makes every other conversation that much harder.
9. **Don't take it personally.** It's hard because this is something we are passionate about, but you are not 'invisible'. Sometimes people are just in a hurry.
10. **Don't worry.** Be happy.