

RSO Tabling at the A&S Fountain

Forget 25Live! If a Registered Student Organization would like to table at the fountain and have a table provided, go to The Office of Student Engagement. **Do not submit a 25Live request; it will be denied.** If a RSO would like to provide their own organizations table, that is allowed.

Rules

When are tabling hours: Monday–Friday, 10:00 am – 3:00 pm.

What time can an RSO Check-Out a table: Starting at 9:30 am.

What time can an RSO Check-In a table: You must return the table by 3:30 pm the same day.

Tables are First Come, First Served: The Office of Student Engagement will only be providing one 6-foot table per RSO per day. Tables are limited. Once they're gone, they're gone. Tables that are checked out are only to be used to table at the Fountain, no other area on campus. We do not supply chairs, tents, tabling materials, etc. You must provide all tabling materials needed for your RSO.

Don't Forget to Return It: If a RSO doesn't check in the table on time, a few things happen. The RSO representative who checked out the table and the RSO presidents will receive an email communicating the table was not returned, receiving a strike, and getting the table returned as soon as possible. If the RSO receives 3 strikes within the semester they will no longer be allowed to check out a table until the following semester.

Procedure

1. Go to the Office of Student Engagement front desk (MSU Building, 1st floor, Suite 132). A staff member will provide you with a form to fill out.
2. The RSO member checking out the table fills out the Smartsheet on the spot to officially check it out.
3. Return the Table & Check It Back In.
4. It is the RSO's responsibility to communicate with members when you're done (by 3:30 pm), bring the table back to the same OSE front desk to make sure that the table is returned and checked back in.
5. Once the staff member checks the table in, you are all set!

Tabling FYIs:

The purpose of tabling is to provide GC student organizations with an outlet to share information, to promote awareness, to recruit involvement, and to raise funds. Tabling is not permitted during Finals Weeks or break periods. Flyers must clearly indicate the sponsoring organization.

TABLING TIPS

How to amplify your tabling event

post these on your social media to draw interest

Assign a member to take photos and videos of your members tabling and of your tabling event

add them to your future tabling photos/scrapbooks/photo albums

Take a picture of the table and everyone working the table for reference next time

Wear appropriate clothing

remember to keep smiling, stay positive, and always say "Thank You" to everybody that stopped by your table

Not everyone is going to want to talk, sign-up, participate or even have the same passion as we do

Stand in front of your table and engage with passersby

discrete place under the table to keep supplies, look professional and inviting

Use a clean table cloth over the table

people are more likely to stop by if they see everyone active and enjoying their time

Be enthusiastic and friendly

remember to smile

Stay standing and engaged

Try pushing your table to the back of your space

Make it fun

have fun games, silly questions, group activities, and other icebreakers to draw interest, stand out, and engage people who otherwise may have ignored your table

Give them specific roles at the table

Staff the table with a minimum of 2-4 members

their primary role is to introduce themselves to passersby, introduce that person to a member with you, invite them to a follow-up activity at your table, and capture contact information

Other members should be walking around the table area meeting people and making connections too

people are less likely to engage and approach if you seem intimidating or in a conversation

At least two members should generally be in front of the table and apart, facing away from each other

Give out your organization contact

create a shift schedule

Collect contact information from interested students

create competitions for the team of members that connected with the most people and/or brought them to the table

Rotate the member teams regularly to keep the people who are working the table fresh

TABLING MISTAKES

Forgetting tabling items

Staying stuck behind the table; move around

Sit down the whole time

Avoid eye contact with students

Dressing sloppy, overdressing, and/or inappropriate jokes/language/gossip

Be discouraged if a student isn't interested

Seem displeased or being rude

Be afraid to approach students and go out of your way to talk to them

TABLING MISTAKES

Just talk at the students, make sure to engage them by asking them questions about themselves

Harassing people to talk to you

Using your phone prolifically

Using last-minute display materials that look hastily done

Complaining or gossiping loudly while tabling

Cluttering the table with trophies, composites, blankets, t-shirts, and trash

Arriving late and/or leaving early

No social media engagement

TABLING MISTAKES

Depending on the school/council/event host or someone else to do all the work for your group

Members “hanging out” and talking to each other, but failing to meet others

Not following up, send emails or texts to see if those who seemed interested still are

Creating a scene and/or drawing attention through antics

Not engaging or acknowledging other organizations who are also tabling

Crowding the table with too many members