



National Alliance on Mental Illness

Tabling Guide

Preparing for tabling opportunities? Keep reading for tips and activities to improve your outreach.

Tabling Check List

When tabling there is a lot to think about. You may require flyers, candy, tablecloths, signs, or more to decorate your table. To prepare for your tabling opportunity, you can create a custom list so anyone who takes up tabling can jump right in and not miss anything important on the list.

For example:

Item	Person Responsible	Complete
Tablecloth	Alex	
Flyers: NOC Flyer, Upcoming Events	Julie	
Candy	Danny	
NOC swag	Danny	
Contact Sheet	Julie	
Activity Materials: poster paper, markers, easel	Alex	
Three volunteers to table	Julie, Alex, and Danny	
Additional materials:		

You can have this printed out, or as a live document that club members who are supporting the tabling can check off items.

Amplify Your Tabling Experience

There are many reasons people table. Your club is most likely focusing on outreach for new members and sharing mental health resources with your peers. It's important to keep this in mind as you communicate with passersby. Here are some tips to help amplify your experience.

- **Highlight the location you are tabling on social media.** This will draw in your current following to check out the table and engage in anything you have planned. They may even bring a friend who is interested in your club.
 - Post pictures throughout the tabling time of those volunteering and the table with all the resources and goodies you have set up.
 - Maybe do a short live on social media to talk about why you are tabling and promoting any activities you are doing.

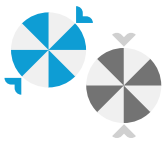


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- **Dress appropriately.** You want people to see you as part of a team, so wearing lime green or a matching club shirt would be great. People should also feel invited to walk up to you so it would also be best to wear unoffensive clothing while representing your club and NAMI.
- **Create an inviting atmosphere.** You want to be positive and inviting to bring in people to learn about your club and what you do. It's important to not just sit at your table, but move around it, stand, and say hello to people passing by. Not everyone will want to engage, but it's important to try and have an inviting demeanor. For those who do stop by to look at your table or listen to your club overview, remember to thank them for their time.
- **Keep your space organized and clean.** A part of presenting your club is ensuring you keep an eye on any accumulating clutter or trash. This could be flyers and resources being shuffled around and out of place, wrappers from the candy you're handing out, or materials from your activity being moved around. As time passes by, tidy up the area to keep an inviting and clean look.
- **Create a shift schedule for longer tabling days.** Long days can take a toll on one's energy and ability to look inviting and happy to be there. Tabling shifts should be no more than two hours at a time. Make a schedule for shifts so your tabling volunteers can take breaks and make the best impression on passersby.
- **Create a bullet point script.** Not everyone can step into the tabling role and know exactly what to say and promote. By creating a bullet point script, your tabling volunteers can keep track of everything important your club wants to share with passersby. The script can also pull them back from tangent conversations. Although tangent discussions are important when making connections, sharing your club details is equally important.
- **Host an activity!** Passersby will be more interested in what you have to say if they are doing an activity or winning a prize. There are a few activity ideas in this guide, however you don't have to limit yourself.

Tabling Activities

Answer a Question and Get a Prize



Tabling can get boring or unengaging if all you're doing is offering information and resources to folks passing by. Even having candy or other small free items may only engage the passersby to take what they want and leave. This activity where we require a passerby to answer a short question and get a prize presents an opportunity for interest in your club and may spark conversation.

Instructions:

1. Develop 5 to 10 questions and write them down or print them out for you to hold onto when tabling. You want to make the questions easy to answer and that will create the opportunity for more conversation.
 - a. True or false- (ex. All people live with mental health)



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- b. Open-ended questions (ex. What is one thing you can do to support your mental health?)
 - c. Fill in the blank (ex. ____ is a warning sign of a mental health condition or poor mental health)
2. Buy cheap items that will attract attention and motivate the passersby to want to engage to get their prize (i.e. candy, fidget toys, stickers, etc.).
3. Make a sign that attracts attention that says something catchy or simply, “Answer a question and get a prize!”
4. When you set up your table, keep out the general info and resources you would normally have on your table, and then scatter a few example prizes so the passersby can see what they could win by engaging.
5. When it comes to engaging with passersby to answer questions there are a few different ways you can go about doing it-
 - a. Number the questions and let the person choose their question by choosing a number
 - b. Have the printout visible and let the person choose their question
 - c. Go down the list and ask the next question for each person that comes along
6. When receiving the person’s response you want to be encouraging and assure them that regardless of their answer, just by engaging with you they will receive their prize.
7. If the person answers a question incorrectly, you can explain the correct answer and provide them with their prize and a little more info about the topic relating to your question. Then you can slide in information about what your club does to support mental health awareness on campus and that they could stop by a club meeting to learn more.
8. If the person answers a question correctly, get excited and show them that they have some knowledge about mental health awareness. This will give them an energy boost and you can slide in information about what your club does to support mental health awareness on campus.
9. Regardless of whether the person answers correctly or incorrectly, it’s important to finish the interaction by providing information about your club and what you do.

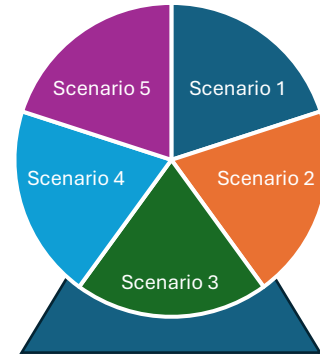
How Do You Support a Friend Wheel

Similar to the answer a question and get a prize activity, this requires a little more thinking on the passersby’s part. This may be better to use when you have an audience that is more likely to know more information or is specifically seeking more information. For example, at a mental health fair, a resource fair, a NAMI Walks event, or any other tabling event that is for a specific audience who is more likely to engage. The goal of this activity is to help people understand possible situations that may occur and how they would respond with the knowledge they currently have. Participants will learn more ways to support their friends and potentially gain interest in learning more and attending your upcoming events or club meetings.

Instructions:

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1. Purchase or DIY a small spinning wheel.
2. Create different situations, for example...
 - a. What would you do if your friend shared with you that they were struggling with their mental health?
 - b. What would you do if you noticed a person in your class isn't speaking up as much as they used to?
 - c. What would you do if your friend shared with you that they have feelings that they want to hurt themselves, but they don't want you to tell anyone?
 - d. What would you do if you noticed a drastic change in your friend's eating habits? For example overeating or undereating.
 - e. What would you do if you noticed a drastic change in your friend's behavior? For example, overly irritable, withdrawn from activities they normally enjoy, or engaging in activities they wouldn't normally do.
3. Write the different situations on the wheel. If there isn't enough room, you can number the wheel and coordinate it to your list of situations.
4. Buy cheap items that will attract attention and motivate the passersby to want to engage to get their prize (i.e. candy, fidget toys, stickers, etc.).
5. Make a sign that attracts attention that says something catchy or simply, "Participate and get a prize!"
6. When you set up your table, keep out the general info and resources you would normally have on your table, and then scatter a few example prizes so the passersby can see what they could win by engaging.
7. When someone comes to your table to participate, let them spin the wheel to determine which scenario they will respond to.
8. Encourage the participant that there are many right answers, and they can answer as best they can. If the participant is hesitant about their response, you can turn it into a learning opportunity and share some ways you would approach the situation. What's important here is that the person will feel like they know how to approach this potential situation in the future.
9. When you hand the participants their prize, remember to share information about your club and what you do on campus to promote mental health awareness.



Themed Contribution Board

Seeing visuals makes things more engaging and draws attention. Hosting a themed contribution board can bring in people to share their ideas and learn more in the process.

Instructions:

1. Gather materials
 - a. Poster paper/board

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- b. An easel to hold up poster
 - c. Different color markers
 2. Decide what your theme will be. You can choose a theme that fits the month, event, or whatever you want to highlight. For example,
 - a. How do you practice self-care?
 - b. Share an affirmation for finals
 - c. Who do you talk to about your mental health?
 3. Write at the top of your poster the theme.
 - a. To get the ball rolling, you can write a few different responses to help people feel less intimidated to be the first on the board.
 4. When you set up your table, keep out the general info and resources you would normally have on your table, and then scatter additional goodies like candy or stickers to bring in attention.
 5. As people walk by, invite them to participate in writing on your board. If they aren't sure what to write, you can help them think about options.
 6. After someone contributes, thank them and provide more information about your club.
 7. When your tabling time is over, keep the poster up for your next club meeting or tabling opportunity.

