

Circle K International | Tabling Checklist



- Make sure to reserve the table and /or area in advance, if your school requires it.**
- Have marketing materials ready to distribute (brochures, flyers, business cards etc).**
- Have sign-up sheets for your mailing list, and remember to email prospective members after you finish tabling to thank them for stopping by, and remind them about your meetings.**
- Create a tabling schedule ready so your officers and members know when they are tabling.**
- Have your “hook” line ready to attract new members! Try these:**
 - > Want to serve the community while meeting potential employers?
 - > Were you in Key Club?
 - > We are the college version of Key Club!
 - > Our organization serves ___ hours and helps over ___ people!
- Dress to attract new CKI members. Wear your CKI shirts, anything CKI related!**
- Make sure to have pictures, awards, club banner, and CKI freebies at your table.**
- Keep your favorite service project in mind and highlight it when you recruit!**
- Don't forget to have some yummy treats! Candies are a tabling favorite.**
- Set up tables, not chairs! Always stand in front of your table. Potential new members are less likely to talk to you if you are sitting behind a table.**