

# Recruitment: Tabling Kit

The key marker of well-done tabling is that information flows in two directions. Your Chapters can increase visibility on campus by tabling around Recruitment and throughout the term. Below are a few things to keep in mind as you plan your tabling events.

**Build a Recruitment Committee.** These Members may help plan some of the events and help with logistical arrangements for recruitment.

**Reserve a high-traveled space.** This could be a campus-wide organization fair or a solo event with just the Chapter. Consider the weather in your area if it is outdoors.

**Communicate with Chapter Members about what days and times work well.** Full Chapter participation is highly encouraged!

**Create a visual aid.** This can be a trifold poster, several shirts, awards your Chapter won, etc. Also, encourage Members to wear Phi Sigma Pi letters.

**Print off miniature flyers with dates and times of upcoming Chapter events for interested students to take.** Be sure to include contact information for the Initiate Advisor and/or Recruitment Advisor and your Chapter's Phi Sigma Pi webpage.

[Use this sign-in sheet](#) to gather contact information of students who are interested in learning more about Phi Sigma Pi!

