

THE PRAIRIE ENTHUSIASTS TABLING EVENT CHECKLIST

Notes:

- Consider creating a registration page for your event to have an idea of how many people will attend the event, and give an opportunity to provide a donation. Complete the form [HERE](#).
- If this is a Chapter-hosted event, ensure that you start the event with a welcome and a brief introduction about The Prairie Enthusiasts, so that new attendees can learn more about our organization. [Talking points](#) and a [TPE-Intro PowerPoint](#) have been provided.

ORGANIZATION MATERIALS UPON REQUEST

- ☐ Standing banners
- ☐ *The Prairie Promoter*
- ☐ Organizational Brochures
- ☐ Donation envelopes
- ☐ Annual Reports
- ☐ Postcard: Join an Event Near You
- ☐ Email Sign-up Sheet
- ☐ Chapter Banner (not all Chapters have these; those that do, house them within the Chapter)
- ☐ Chapter Brochures (not all Chapters have these; those that do, house them within the Chapter)

NON-ORGANIZATION MATERIALS THAT MAY BE NEEDED

- ☐ Tent/Shelter
- ☐ Weights to anchor shelter
- ☐ Folding Table for display items
- ☐ Chairs for booth tenders (two preferred)
- ☐ Clamps to hold down materials/banners
- ☐ Clear packing tape
- ☐ Weights to hold down paper materials (e.g., rocks)
- ☐ Pens
- ☐ Cash books to collect donations and/or if you're selling materials

NEXT STEPS AFTER THE EVENT

1. Share photos with Chapter Support and then know how the event went.
2. Review new member reports and follow up with those you know that came from the event. Thank them for joining and encourage them to get involved at an upcoming event.