

Tips for Success at “A Night at the Club”

Make it Fun

- Give away small prizes, candy, pens, etc.
- Cover your table with a tablecloth or paper
- Bring a display board or other standing display
- Add balloons, flowers, decorations – anything to draw attention

Things to Consider

- You will share an 8-foot table with another organization
- No music, please
- Electrical outlets are not available
- Food is not allowed – wrapped candy is OK
- 1200 attendees are expected
- The event lasts about 2 hours

Sharing Information

- Have a way for people to sign up for more info – via laptop, sign-in sheet, tablet, etc.
- Hand out fliers with your website, social media info, meeting and event dates, application info
- Put your name and info on candy, mints, pens, cups, etc.

Dress for Success

- Choose comfortable shoes. You’ll be standing for a while!
- Wear your organization polo/t-shirt and nametag