



TABLING EVENT CHECKLIST

No	ITEMS	
1	White tablecloth	
2	Yellow branded table runner - Place in the center of the table on top of the white tablecloth with logo facing the front of the table.	
3	Educational Materials - Articles, fact sheets, brochures, rack cards. Items may vary.	
4	Stand Up Banner - Place on either side of the display table	
5	Tip Box - put a few dollars in to encourage giving	
6	Giveaways - May include pens, stickers, candy, bags	
7	QR Code Table Signage - Petition of Support, Donate	
8	Scissors	
9	Tape	
10	Notebook/Pad	
11	Mini paperweights (in case of wind)	
12	Trash bags for clean up	
13	Voices Across Ohio Signs (if applicable)	
14		
15		
16	Personal items to bring with you: cell phone water, snacks, sunscreen, portable phone charger, jacket, etc.	