

GUIDE TO EVENT TABLING

For the Community Food Bank, tabling is a great way to raise awareness and support within the surrounding community. While the purpose of tabling is to spread the word about events, programs, and resources we provide, there is much more to tabling than just sitting around with brochures. Your enthusiasm for speaking on behalf of the Community Food Bank is vital in engaging your specific audience, and we hope that these tips will prepare you to get the most out of your tabling event.

WHAT IS TABLING?

Tabling is an effective way of raising awareness on hunger issues that are affecting our community, and it is our way of calling community members to action. Many are not aware of the impact that the Community Food Bank is making in the lives of many food insecure individuals, and by tabling we can give the community a glimpse of our work and invite them to join us.



HOW TO TABLE

Arrive at the location, find your table/setup area. Display the information neatly on the table. Be ready to answer questions. Familiarize yourself with the various pamphlets/information we offer. Doing so will ensure you feel prepared to direct individuals accordingly. Give out swag strategically. Example, for a (4) hour event, put out (10) items every hour.

The Approach:

When people approach the table, it is important to make eye contact and demonstrate an inviting demeanor. Let them know that they are free to take anything from the table and to ask if they have any questions. Standing near the front of the table and greeting passers-by is an excellent way to make your presence known and invite conversation.

Engagement:

When talking to individuals you can utilize something that we call 'the pitch.' Start by greeting them and be ready to spark a conversation on the program being highlighted at the tabling



event. If useful, provide them with a flyer or brochure and ask them about their previous knowledge or involvement with the Community Food Bank. Be open and intent on listening to their interests or concerns, and guide them to the best information they need for their specific questions. Being familiar with the information available in the binder, as well as the answers to the 'Frequently Asked Question's' will help you to facilitate useful conversation with the people approaching you.

Questions to Ask:

(be mindful of your audience)

- Did you know that the Food Bank does more than distribute food?
- Are you familiar with the Community Food Bank? If so... What do you like most about it?
- Have you ever volunteered at the Food Bank? Would you be interested in getting involved?
- Do you enjoy gardening?
- Do you know someone who might benefit from the resources provided by the Community Food Bank?
- Did you know families can volunteer?



If the event should slow down and you are tabling with a partner or a team, we encourage you to take your down time to check out the other vendor's displays. Visiting other vendors offers you an opportunity to learn more about the community at large, learn how other groups table and employ their same strategies, as well as share about the Community Food Bank should the conversation arise.

FREQUENTLY ASKED QUESTIONS

- **What does Caridad Kitchen do?** Caridad Kitchen offers the Caridad Culinary Training Program, which is a free 10-week training curriculum for those interested in a career in food service industry. The Caridad Culinary Training Program specifically benefits unemployed and underemployed individuals who wish to pursue a job in this field. Upon completion of the course, individuals receive a ServSafe certification which assists individuals in gaining entry-level employment within the industry.



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- **How does Double-up on SNAP work?** The Double-up on SNAP (formerly called food stamps) program provides community members with the opportunity to receive up to a \$20 match in free funds for every dollar spent on their EBT/Quest card at participating Farmer's Markets. This program is an incentive to purchase fresh produce which in turn increases local grower's sales and supports the local economy.
 - **How do I get a food box?** Emergency food boxes are distributed at the Community Food Bank as well as other local agencies. The Community Food Bank provides up to one box per month for eligible low-income families and individuals whom meet the guidelines set by the Federal Department of Economic Security. In order to qualify you must self-declare that you meet the income guidelines as well as offer proof of residence, identification, and household information.
 - **What age can children volunteer?** The minimum age to volunteer at the Community Food Bank is 16 years old. However, on Family Volunteer Days younger children are permitted to volunteer and participate with their families in a group setting of up to 18 people. If this is something you are interested, reach out to the Community Food Bank in order to RSVP and schedule, (520) 882-3292.
 - **Where is Las Milpitas Farm?** Las Milpitas Farm is a beautiful six acres of land on the banks of the Santa Cruz River, located at 2405 S. Cottonwood Ln, Tucson, AZ 85713. Las Milpitas offers family garden plots, materials, and free educational workshops in efforts to support and encourage a resilient and sustainable local food system.
 - **How do I host a Food Drive?** Luckily, it is very simple! Contact the Community Food Bank at (520) 622-0525 and ask how your school, office, church, or other venue can host. The Community Food Bank will then send you a load of resources to get this started, including a food collection box, posters, and other support materials. The event can run for however long you desire (2-4 weeks is recommended) and at the end of your drive you can call (520) 449-8336 in order to arrange pick up for your donations.



- **I want to donate food but the Food Bank is very far away...** Good news! The Community Food Bank offers a multitude of locations for you to make drop-offs at:
 - Tucson, AZ- 3003 S Country Club Rd (520) 622-0525*
 - Marana, AZ- 11734 W Grier Rd (520) 682-3001*
 - Amado, AZ- 28720 S Nogales Hwy (520) 398-2942*
 - Green Valley, AZ- 250 Continental Rd (520) 625-5252*
 - Nogales, AZ- 2636 N Donna Ave (520) 281-2790*

If someone has a question that you cannot fully answer, they can be directed to the CFB website www.communityfoodbank.org or they can call us at (520) 622-0525.

We are excited for your tabling event and hope that the information we have provided proves helpful. Thank you for your passion and support for the Community Food Bank.