

Tabling Event Guide

1. Innovative Ideas

- Bake Sale, Heart Grams, Promote Ticket Sales, Wear Red Month, Healthy Snack Bar (Trail mix, dark chocolate, granola bars), Penny Wars, Candygrams, Flower sale, Blood Drive Sign Up

2. Submit Your Event and Use GiveSmart

- [Submit your event](#) to get access to GiveSmart and so we can be on the lookout for your donations!
- Set up tickets for your event on GiveSmart. Keep in mind only ticket sales return to the chapter and all other donations/items will go directly to the foundation after [Requesting GiveSmart Disbursement](#).

3. Location is everything

- Select a well-traveled spot on your campus, foot traffic is the key to your success.
- Consider indoor and outdoor locations (have a backup plan if you select outdoors)
 - Popular spots on campuses include - Student Center, outside your house, in an academic quad, near a dining hall, or at a sporting event

4. Set the table

- Create an experience for passersby. Make your table engaging and interactive by having a game or takeaways like Alpha Phi Foundation facts or heart-healthy snacks.
- This is a brand opportunity!
 - Collaborate with your VP of Marketing to achieve more through tabling. This is a great opportunity to for brand awareness, share your chapter's values, and connect with PNMs.

5. Tabling is a Chapter-Wide Event

- Make an announcement during chapter and share a Google Sheet with time blocks to work the table. Assign set up and take down teams to ensure everything is returned to proper locations.
- Remember to hold a training for members on how to work the table and email them instructions with talking points and FAQs!

6. Post Event

- Update your GiveSmart site status to "Hidden", confirm there are no outstanding payments or refunds, then [Request GiveSmart Disbursement](#).
- Mail any Checks or Money Orders (**please convert Cash to a Money Order**) to our Lock Box address:
Alpha Phi Foundation Inc
PO Box 7410667
Chicago, IL 60674-0667

7. Holmes Murphy Insurance

- Always send your contracts to be reviewed by Holmes Murphy before signing.
- Phone: 800-736-4327 Email: HolmesMurphy@AlphaPhi.org

Questions? Contact ChapterGiving@AlphaPhiFoundation.org