



Guidelines for Tabling at Community Events

to help make our events welcoming, safe, and enjoyable for all

Be Present and Engaged

Please stay for the entire event to offer consistent support. Greet families warmly and share your resources.

Set Up and Clean Up

Please arrive 15+ minutes before the event starts to set up your table, and plan to stay a little after the event ends to help clean up your area.

Keep Your Space Welcoming

Please keep your table tidy, so it's easy for attendees to engage in your activities. Please try to keep food off the table and take breaks to enjoy meals.

Support Parent Leaders & Volunteers

If your organization recruited parent leaders/volunteers, please help give them breaks by stepping in to aid as needed.

Help Maintain a Safe Event

Keep an eye out to ensure safety at the event. If you notice any safety concerns or emergencies, please notify event staff immediately.

Be Inclusive and Respectful

Ensure all attendees feel welcome, regardless of background or language. Many may not be fluent in English. FCC cannot help translate at your table, so plan accordingly.

Follow Health & Safety Guidelines

Please follow current health and safety protocols during the event. If you are showing signs of illness, please notify the event coordinator.

Bring Plenty of Materials

Bring enough handouts, activity supplies, prizes, etc., for the expected attendance.