



# **RAISE AWARENESS TABLE SETUP GUIDE**

Thank you very much for volunteering to raise awareness about ChildFund International. You are making a positive impact in the lives of children around the world! Here is a quick tip sheet to help you plan your event.

1. Find a venue in your community that will allow you to set up for free. Health fairs, libraries, college cafeterias and local school events are always great options.
2. Make sure to check with the event planner or host on the setup and take-down times. Please be on time, and let your event host know beforehand if you need to leave early. Having at least two people on your team usually works best.
3. An attractive display is important. Make your table exciting, colorful and fun.
4. Be neat, and please keep drinks or food away from the table.
5. Stand on the front side of your table as a proud ChildFund volunteer. Show your enthusiasm and willingness to help obtain new sponsorships. Children's lives truly depend on it.
6. Your ChildFund kit has all the supplies you need.

(over, please)

## In your kit you will find the following items:

1. ChildFund tablecloth
2. Sponsor packets
3. ChildFund take-away postcards
4. 8½ x 11 ChildFund tabletop poster
5. Links to ChildFund videos to show on your personal laptop or tablet, if you wish:  
[www.youtube.com/watch?v=Vp7fQGdHOqo](http://www.youtube.com/watch?v=Vp7fQGdHOqo)      [www.youtube.com/watch?v=laZwqEoANIs](http://www.youtube.com/watch?v=laZwqEoANIs)
6. Water bottle stickers to apply to a 16-ounce empty water bottle
7. ChildFund Real Gifts catalog

Remember to post pictures to Facebook or Instagram — and tag ChildFund — to show your friends how you are helping make the world a better place.

To request a ChildFund table tool kit, contact ChildFund Volunteers at [volunteers@childfund.org](mailto:volunteers@childfund.org) or by calling 804-756-2772. The kit will be mailed to you prior to your event.

