

At public events, booth setup and volunteers' behaviours represent your association and the sport of ringette. Everything (and everyone) should be well-organized and professional:

- Volunteers should wear matching tops (or jerseys) and name tags so that people can quickly identify them.
- Volunteers should practice good booth manners.
- Your booth setup should include the following:
 - The Come Try Ringette display unit.
 - Professionally developed signs for the event.
 - The Come Try Ringette tablecloth.
 - General information (printed) about your local association (i.e., key dates, where to register, cost, key contacts). Don't forget to include information about the programs you offer for all ages and groups at your booth.
- If booth space permits display trophies or medals and game equipment. Be prepared to talk about equipment.
- If possible, play a video on a monitor.
- Consider doing a draw prize (e.g., a gift certificate donated by a local sporting goods store).

Be prepared to do immediate sign-ups for the next Come Try Ringette session and to direct people to the other programs that you offer.

Good Booth Manners

DOs

- Stand at the front of the booth area or in front of the registration table.
- Make eye contact and smile.
- Speak with everyone who stops by and encourage conversation.
- Speak to children specifically and ask permission before asking their name or giving them any promotional items. This gives the parent the opportunity to decline.
- If you have a draw prize, politely remind people to participate.
- Always say, "Thanks for stopping to chat." (And be sure to thank children as well!)

DON'Ts

- Sit down or stand behind a table.
- If you are supplied a table, move it to one side or stand in front.
- Stand with your arms crossed or your hands in your pockets. Body language talks!
- Chew gum.

Looking to run a booth?

Reach out to your provincial association to see if they have booth materials that they can loan you!