

## What Should I Take with Me When I'm Representing the Library at a Community Event?

Help! You've been asked to represent your library at a table at a community event. What should you take with you to make sure you show your library in the best light and are an effective presence? Below is a basic kit to follow, plus some add-on options to make it even better!

### Basic Library Road Show Kit:

1. Tri-fold panel for visual display – can be foamboard, but a reusable metal/plastic and fabric version saves money over the long run and can easily be customized
2. Plexiglas document holders for flyers and brochures – Great way to keep them corralled on a windy day
3. Tablecloth – imprinted with library name/logo if you can afford. If not, stick with covering event has on table when you arrive. Plain tablecloth is a good idea for backup, as some events don't give a tablecloth and tables can be pretty beat up!
4. Giveaways imprinted with library logo and contact information (logo and phone number) and sometimes address. These drive people to your table!
5. Office supplies – tape, scissors, Velcro (if using reusable fabric tri-fold). Basically anything you might need to make emergency repairs.

### Optional Add-ons:

1. Spinning prize wheel – Use it to distribute giveaway items. The space they land on correlates to a specific giveaway item! Adds interactivity.
2. Laptop or tablet PC – use it to run a looped video/PowerPoint about the library, demo downloadable and/or streaming media services, or sign up people for new library cards.
3. Canopy – Some outdoor events provide these, but not all do. Can be handy if it's raining or shade is desirable.