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!

**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.