

Hosting a Table/Booth for HTS

Hosting a table or booth for Half the Sky is a great way to help!

Events related to China, adoption, or a general charity event are all great venues to spread the word about Half the Sky's efforts to provide nurturing care for every child living in a Chinese orphanage.

Many FCC chapters or other adoption-related organizations have various celebrations like the Moon Festival and Chinese New Year. Some organizations also sponsor Cultural Day events, summer camps and other adoption-related events. Often there are exhibitors at these events. And there is no previous experience needed to host a table for Half the Sky!

To start, find out about adoption or cultural related events in your area. Ask if you can have a table at the event to display information about HTS.

How do I find out about events in my area? To find out about an FCC chapter in your area check the main FCC website: www.fwcc.org and search for a local FCC chapter. This link will provide you with the contact information for the local chapter. Another source is through adoption magazines -- many of these magazines provide lists of events in various areas. You could also post a message on the HTS volunteer yahoo group to see if others in your area might know about events and maybe other local HTS volunteers would like to help you. You can contact us at this link to join a HTS volunteer discussion group: <http://www.halfthesky.org/help/volconnections.php#volconnect>.

What kind of information should I have at the HTS table? Half the Sky will provide you with brochures and other materials for your table. Please contact us as soon as you schedule an event at volunteers@halfthesky.org. We can also provide you with a HTS DVD. If you have access to a portable DVD player or a laptop that will read the DVD, you can use it as another way of getting information to people who come to the table. We will also provide you with a Q&A sheet to help provide more information about HTS to share with others when they visit the HTS table. You can also download and print a HTS banner from our website to use at events: <http://www.halfthesky.org/help/volunteerresources.php>. We also have a table top sign that is helpful to use at events: <http://halfthesky.org/help/docs/Tabletop%20Sign.pdf>.

Some volunteers who have hosted tables/booths for HTS at various events have covered their table with a nice table cloth. If you have a choice of where your

table or booth is located, try to select an easy location for people to visit. If you need an electrical outlet for a portable DVD player or laptop, make sure you have an outlet near the table.

It is also very helpful to make sure that the facility will provide tables. If not, you will need to make arrangements for a table. A folding table that is easy to transport works well.

If I use the HTS banner, how can I display it? The banner can be laminated, which is very inexpensive to have done. Having the banner laminated may make it easier to display depending on how your table or booth will be set up and especially if the event is outside. You can also mount a banner (whether it is laminated or not) on a display board. Using a display board helps raise the banner up so people can see it more easily; it also gives you room to mount a brochure with the banner. Depending on the location, you might be able to hang the banner on a wall behind the table or attach the banner to the front of your table.

Recruiting help! Some events may be a few hours while others may be all-day events. It's a great idea to ask family, friends or another HTS volunteer to help you.

Suggestions for an event that is held outside! It would be a good idea to arrange for a canopy. The organizers for the event might be able to provide this. Clear packing tape is great to tape down anything that needs to be anchored. Clothespins can also come in handy for anchoring things. A basket is a good way to keep brochures from blowing around. If you are using a portable DVD player or laptop, you might not have access to an electrical outlet. Make sure that your batteries are fully charged and that you have extra batteries if possible. People will love watching the DVD.

Should I sell items at the table to benefit HTS? Some events allow non-profits to sell items; other events only allow non-profits to share information. Some may charge a fee for selling items. If you are interested in selling items at an event, please make sure that you are aware of the requirements for the event.

Because of the cost of shipping, items from the HTS' store are not available to sell at events. HTS could provide a sample copy of the Mei Mei book (one that has been slightly damaged and can't be sold) so that people can preview the book. You can have orders forms available by downloading the order form from

our website and making copies; if you have any trouble downloading the form, just email volunteers@halfthesky.org and we'll email it to you. Using the order form simplifies donations because all donations are mailed to Half the Sky's office in Berkeley.

Some volunteers like to make crafts to sell at events to benefit HTS. (Knit and crochet items; artwork; jewelry, etc.).

When representing HTS at an event, the most important goal is to simply get the word out about HTS. HTS is not asking volunteers to sell items at events. Donating your time to tell others about HTS is a great way to help the children still waiting in China.

What if I'm asked to give a presentation about HTS? Contact us at volunteers@halfthesky.org and we can provide you with information to help you with a presentation. We also understand that not everyone is comfortable with public speaking. We do have HTS volunteers in various locations who like to do public speaking. Please contact us and we can try to find another HTS volunteer in your area to help with a presentation.