Tips & Tricks For Staffing A Booth At FestiFall

**BEFORE**
- Create promotional materials
- Customize your booth
- Build a booth staffing schedule
- Craft an elevator pitch
- Prepare activities (e.g., spin the wheel, trivia quizzes, dice rolling with prizes, raffle, mystery box, photo booth, interactive past projects)
- Prepare materials
  - Sign-up sheet
  - Contact info
- Prepare for questions
- Arrive early for final prep

**DURING**
- Be patient, genuine, engaging, and adaptable
- Provide students with additional resources
- Connect attendees to your organization's social media
- Staff your booth with multiple organization members
- Smile and have fun
- Thank your attendees

**AFTER**
- Follow up with prospective members/students
- Reflect on the experience
- Send out:
  - Contact information
  - Social media handles
  - Calendars
  - Information on upcoming events
  - Additional resources

Contact studentengagement@stanford.edu with any suggestions, questions, comments, or concerns