

Step by Step: Booth

- 1) Find out how many members will be available to man the booth
- 2) Determine the types of activities, if any, you want to have at the booth
 - a. Some examples of activities that may work are (Include some prizes for winners)
 - i. A raffle
 - ii. Dart throwing
 - iii. Cup bowling
 - b. Make sure you have the room for activities inside your booth
 - c. You need enough members to man these activities as well as enough back-ups incase the original members step away
- 3) Get enough pamphlets, petitions, and handouts to last the day
 - a. You can order DeMolay pamphlets and petitions from the DeMolay Service and Leadership Center
 - b. If you need to order pamphlets or print handouts, order them at least a couple weeks before the booth to make sure they arrive on time
 - c. Look at the event where the booth is being held previous attendance numbers to determine how many handouts you will need
- 4) Prepare your members
 - a. Make sure that your members can answer questions about DeMolay to the public
 - b. It is suggested that you have upcoming event that you can invite possible prospects to
 - c. Your members need to know the rules of the activity, if any, you have planned for your booth
 - d. It is highly suggested that your members wear any DeMolay clothing that they have to the booth
- 5) Execute the event
 - a. Assign member's roles
 - i. Give boisterous members the opportunity to hand out pamphlets to the public
 - ii. You will need at least one member at all times in the booth
 - iii. If you are having an activity, it is suggested to have at least two members running the activity
 - b. Stay positive and active and make sure to talk to the attendees
 - c. Make sure to stay hydrated and take breaks when needed