

NCSF TABLING GUIDE



national coalition for sexual freedom inc.

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1 Introduction

The most important place to begin this packet is with our MANY THANKS to you for supporting the NCSF with your time and energy! Now, more than ever, we need your help so that we can continue to serve our constituent communities.

Events, both large and small, present great opportunities for NCSF to have a tabling presence. In this packet, we'll provide resources and technical assistance that will help make tabling enjoyable for you and beneficial for the NCSF.

2 Why Do We Table?

- a. *To Build Awareness of NCSF's programs.*
- b. *To Encourage People and Organizations to Join as Individual Members, Supporting Members or Coalition Partners.*
- c. *To educate our constituents about important issues like Explicit Prior Permission.*

2.1 EXPECTATIONS OF AN NCSF TABLER

1. Please be polite and courteous to event staff and attendees.
2. Please dress appropriately for the event.
3. Please do not speak ill of any of the NCSF constituencies.
4. Please be at the table or have someone at the table at all designated times.
5. Please fill out the event report soon after returning from the event.

While NCSF takes reports through Incident Reporting and Response, it is important that we don't leave anyone with the impression that you are taking incident reports at the table. Because we talk about consent, often people will want to share very intimate details of consent incidents. It is OK to be empathetic and compassionate, but you want to make sure you share IRR with people so they can report. They can use the form or call. IRR is trained specifically to gather and provide appropriate resources for people, and all IRR activity needs to be documented.

NCSF has a lot of resources in place. It is important that anyone who represents NCSF supports our position. It is never OK to undermine what NCSF shares with our community. MOST of our resources are guidelines that are intended to be adapted for specific situations, some things are hard-and-fast like EPP. NCSF is telling people what it means and how to apply it, so we all need to be on the same page about that.

If you disagree with something the NCSF has reported or produced or hold an opinion counter to the NCSF please bring it to the Officers, Executive Director, or EOP Committee and it will be heard. However, sometimes, we don't all get what we want, and contradicting NCSF's position in public is not acceptable and may result in your no longer being invited to table.

Particularly with the pending effort around Explicit Prior Permission it is more important than ever to behave professionally and appropriately. Your behavior in person and online reflects on the NCSF and

the mission. If these expectations are not met, you may not be offered another opportunity to represent this organization.

2.2 Negotiating with events on behalf of the NCSF

What's the best way to get what we want? Know what to ask for! We've found that many event producers or organization leaders are happy to be able to say "Yes!" to supporting the NCSF, and will often do so when presented with a clear "ask".* If you are given the opportunity to table at an event or meeting, please use the initial conversation to propose additional easy ways to increase NCSF's presence at the event.

**See SAMPLE EMAIL: OUR ASKS to learn more about what we're looking for and how to ask for it! Tabling Resources page (www.ncsfreedom.org/tabling)*

2.3 ORDERING MATERIALS

If you need bag stuffers for an event, please reach out to the NCSFreedom@ncsfreedom.org since this is a separate process.

Please use the order form - <https://www.ncsfreedom.org/resources/order-ncsf-materials> - **AT LEAST THREE WEEKS IN ADVANCE** of the date by which you need materials in hand to leave for your event..

Because we cannot ship out everything that you will need, we ask you to bring the following items with you if they are available to you.

- A print-out of this entire document.
- Duct tape, scotch tape, scissors, Sharpie markers (various colors), a trash bag,
- NCSF Banner(s) and table runner
- Bowl or jar filled with candy (it attracts visitors)
 - Having some sugar free candy is also appreciated
- Water and snacks for volunteers (never required, always appreciated!)

Guidelines for materials for events:

Ordering material can be tricky. Just because an event has 200 people does not mean we need 200 of everything. If you are only going to one (1) event this year, order conservatively, because storing NCSF materials can be a burden.

Order literature that pertains to your events. For example, for a Kink event that has 500 people we might order:

- 50 Got Consent for Kink
- 20 Got consent for Polyamory
- 20 Finding a Kink and CNM therapist
- 50 Membership Brochures
- 50 Assorted Post Cards

This is a reasonable amount to have on hand at a Kink Event.

2.4 SCHEDULES...

Tabling hours can be long. The more time we spend at the table, the better. If you need to leave, leave a note so people know when to expect you back. Make sure you are meeting the expectations of the event. If they expect you to staff the table during certain hours, make sure you are there. Create a schedule for yourself that is coordinated with the master schedule for the event. Make sure to stop by the table to straighten the materials during the hours you are not there and during the evening/night, so it doesn't look messy.

If our table is in Vending, make sure it is staffed during vending hours – particularly during the busy shopping hours between workshops. If our table is near Registration, make sure that the table is ready to go when Registration opens.

2.5 SET-UP

Upon arrival at the event, check in with registration and/or event coordinators. Confirm the location of the table, any information pertinent to volunteer registration, banner set-up and fundraiser details, if applicable.

Set up the literature in our designated area. If you are at an outdoor event, use a weight to prevent the literature from blowing away. If you have been authorized to hang additional banners, do so as early as possible.

The most important thing is to keep your table neat and orderly and stay engaged. You do not have to put all your stock of every brochure if it makes the table look cluttered, you can just restock extra brochures as you run low. Put stock and your personal things under the table out of sight.

While it is difficult to give a one-size fits all guide to setting up your table, we have provided some photos that show former setups based on the space/event we had. The idea is to attract attention.

Post cards with the art out front along the table edge is an excellent way to draw attention

2.5.1 Table Setup Examples

How you set up often depends on how much space you have, and what kind of event you are attending. Visit the Tabling Resources page (www.ncsfreedom.org/tabling) for some attractive setups.

3 WORK THAT TABLE!

When someone approaches, make eye contact and try to start a conversation.

Great opening lines include:

- “Do you know about NCSF?”
- Provide a brief intro for the brochure they are picking up, ie. That brochure tells you how to get consent for kink by using Explicit Prior Permission.

- Introduce yourself with your pronouns and ask for theirs. Ask if they have any questions about the NCSF.
- Have you heard about the new Model Penal Code that decriminalizes BDSM? or Have you heard about Explicit Prior Permission?

Please ask them to go to the NCSF website to join or donate. If you have a laptop with you, you can let people fill out the Volunteer Form, sign up for Media Updates or Newsletter, and renew their membership. Otherwise, you can direct them to the appropriate place on their phone.

If you are asked a question and are unsure of the answer, please jot down the question along with the asker's contact information in the notes of the Event Form that you fill out at the end of every event. Tell them that an NCSF volunteer will get back to them with the information.

If you are approached by a member of the media, do not give an interview or quote on behalf of NCSF! Please direct them immediately to our Media Spokesperson, Susan Wright, who can be reached at (917) 848-6544.

If you are given the opportunity to speak about NCSF in front of the event attendees, please feel free to use the included *Three Minute Speech* as an outline.

Don't argue or engage negatively. This includes:

- Debating NCSF policy. You can explain why things are the way they are (if you know or refer the person to the NCSFreedom.org address) but arguing about them is not something we do at table. Be willing to send an email to that person and NCSFreedom@NCSFreedom.org so they can discuss their issue with the appropriate person.
- Entertaining personnel issues--if someone has an issue with someone at the NCSF, refer them to the Officers. NCSFreedom@NCSFreedom.org
- Criticizing the event, venue, or staff/volunteers. Under NO circumstances will you engage in gossip or entertain gossip about the event. Know who to refer people to for event issues and let the event handle event business. We are not involved in production of the event and shouldn't be interfering. If the event asks for help refer them to IRR or call one of us.

3.1 How to speak to people:

When possible, introduce yourself with your pronouns, and ask for theirs. It keeps unintentional mistakes from happening.

You do not need to have all the answers. You merely need to know where to find resources. Get to know the NCSF website so you can point people to the proper program. Offer to email contacts for people who have questions, and then follow up!

3.2 Event Specific Guidelines

Attire: Remember that we are Activists and Advocates. With the upcoming EPP legislation we have to make sure we project a professional image. You should be neat and pressed always. We aren't part of the event, we are a resource for the event and attendees. Do not feel any pressure to 'dress up' to fit in.

At professional conferences:

- Dress professionally (business attire) and wear an NCSF pin
- Keep the table clutter-free, allow for more white space
- Focus the literature on consent resources and KAP
- Discuss KAP, EPP and Consent Counts, educational resources, underserved populations, and professional referrals through our IRR

At Swing Lifestyle conferences:

- Wear an NCSF shirt if you have them
- Focus on speaking to business owners and club owners
- Discuss zoning law issues and media attacks on clubs, and protecting clientele by referring them to NCSF's IRR for child custody and discrimination issues
- Set up the table with mostly consensual non-monogamy specific resources
- Staff it mainly at the beginning of the night-time activities and when people are circulating
- Instead of candy, put out condoms and mints
Ask group organizers to have their group join NCSF as a Coalition Partner or hold a fundraiser

At BDSM/Leather conferences:

- Wear NCSF shirts if you have them (order here - <https://www.cafepress.com/ncsfreedom>)
- Focus on literature that pertains to BDSM, Kink, and Leather
- Discuss Explicit Prior Permission (EPP) and IRR's assistance for groups and individuals
- Ask group organizers to have their group join NCSF as a Coalition partner or hold a fundraiser

At Polyamory/Consensual Non-monogamy conferences:

- Wear NCSF shirts if you have them (order here - <https://www.cafepress.com/ncsfreedom>)
- Focus on literature pertaining to polyamory and non-monogamy. Feel free to put out a variety of other literature as well
- Discuss IRR's assistance for groups and individuals
- Ask group organizers to have their group join NCSF as a Coalition Partner or hold a fundraiser

4 Accessibility issues

It is important that NCSF is as accessible as possible. Some suggestions:

Make sure the table cover doesn't drag on the front, it will prevent wheelchairs from getting close, or the tablecloth may be caught in assistive devices. However, the table cover should be 1-2" from the ground so someone with a cane can feel the front of the table.

Keep materials towards the front of the table so someone doesn't have to try and reach across 3 feet. If that isn't possible, be prepared to hand things to someone.

All our brochures on the website are optimized for screen readers on the Materials Download page here: [Materials Download – National Coalition for Sexual Freedom \(ncsfreedom.org\)](#) Anyone who would prefer materials for screen readers can be directed there. Offer to send the link via email or text - whatever they prefer.

If you have a laptop computer at home and it is practical to travel with it, please do! It allows you to put the NCSF website up on the table and it really attracts attention. Also, you can put some of our images up in Powerpoint to run and you can turn on closed captioning which makes our conversations much more accessible.

For anyone who approaches you, please offer accommodation. All of our forms ask “Is there any accommodation we can offer...”, and that’s a splendid choice for our in-person interactions as well.

5 Urgent Contacts

If you have an urgent issue, you can email NCSFreedom@NCSFreedom.org. This email goes to the Officers and Executive Director.

You can call/text:

- Susan 917.848.6544
- Tess 480.650.9037

6 Talking Points

Please visit the Tabling Resources page (www.ncsfreedom.org/tabling) and familiarize yourself with the material there. These are your talking points. As of Q2, 2022 those include:

- Elevator pitch
- Training Video
- EPP Criteria
- It is important to know what EPP really means when going to events
- You can see a video on the Tabling Resources page as well
- Basic Guide for Groups
- Sample thank you for surprise event speaking

7 CLOSING TIME

As you are closing the table after the event, encourage local group leaders or business owners to take and display left-over literature from the table. You can order more next time!

Within One Week of The Event

Send a quick note of thanks to the event producers and to any other individuals who were of great help.

By now, you are no doubt an EXPERT tabler! Please feel free to call the office with any other questions you have - you can reach us between 10:00 AM and 6:00 PM Monday through Friday at 917-848-6544 – or email us at ncsfreedom@ncsfreedom.org

Many thanks, again, for your hard work and support! We couldn't do it without you!

8 Event Report

It is important in our new world that we gather as much information as possible in our event report.

Please familiarize yourself with the form prior to going to your event. It is often helpful to take a few notes throughout the event. You will talk to many people, and remembering every significant conversation is difficult.

Inventory your materials before and after so you know how many you gave out, and this is helpful for events you may be attending again.

Some people make hash marks on a piece of paper at the booth to track traffic.

The more information we can gather, the better job we can do!

Think about "What tools do I wish I had" and include those in your report. EOP reads these, and it helps us all develop better outreach tools.

8.1 Sample event report