**Climate Masters at Home Tabling Overview**

1. Attempt to schedule two Climate Masters per time slot if possible. Don’t forget to schedule someone to pick up materials and set up table as well as someone to take down table and return materials.
2. Find out if tables, chairs, and shelter from wind/rain/sun will be provided or if you need to provide it.
3. Keep an accordion file of materials to send out with Climate Masters when they table at events that contains:
   * flyers/info from local utilities, transportation systems, etc. on their services
   * carbon calculator handouts, some pens and calculators
   * signup sheet for consultations and the next class that asks for name, phone number and email
   * banner or sign (if it’s fabric it can go in file)
   * copy of each of the consultation worksheets
   * tabling protocol (you may want to tape to outside of file).
4. Review volunteer tabling protocol with Climate Masters before they go out:

1) **Have fun!** Here’s a chance to get the word out about reducing emissions. Share what you know for those who are interested.

2) Help people use the carbon calculator worksheet to figure out their “climate footprint” and commit to taking action (on back of calculator sheet)

2) Sign folks up for climate consultations, the climate master class and our listserv on the signup sheet.

4) Give out resources and goodies like compact fluorescents to everyone!

PS: Don’t forget to wear your shirt and nametag

1. After the event, check in with volunteers to thank them, get feedback on their experience, and collect signups and materials.