

Informational Display Table Planning Checklist

Host a SkillsUSA display table at your school during a Career Fair, Clubs and Organizations Night, School Open House or Back-to-School Night or at Community Events

Before the Event

- Confirm the date, time and location of the event
- Reserve or borrow a six-foot table and two chairs
- Locate or purchase a tablecloth, logo giveaways, flyers, etc. (see the [SkillsUSA store](#) and the [SkillsUSA Brand Portal](#))
- Recruit 2 or more members to help staff the table
- Practice your SkillsUSA “elevator pitch” (what is it, why join, what’s cool about it)
- Print any materials needed ([flyer](#), sign-up sheet, etc.)
- Visit the SkillsUSA [Brand Portal](#) for more resources

During the Event

- Smile and greet everyone who walks by and ask an engaging question like: “Have you ever heard of SkillsUSA?” or “What career are you thinking about for your future?”
- Explain what SkillsUSA is, why it’s fun and how it helps students prepare for careers
- Invite them to your next SkillsUSA chapter meeting or event
- Use the Sign Up Sheet found in your SkillsUSA Back-to-School Resources folder and encourage potential members to share contact information or sign up to join
- Take photos of your SkillsUSA display table to post on social media

After the Event

- Thank your table display volunteers
- Neatly pack up all table display supplied for next time
- Post a photo on social media: “Thanks for stopping by!”
- Organize the sign-ups and assign a chapter officer to follow up with interested students
- Send a welcome message or email to new sign-ups

SkillsUSA Display Table Supplies Checklist

- [SkillsUSA Logo Tablecloth](#) from the SkillsUSA Store
- [SkillsUSA banner with logo](#) from the SkillsUSA Store
- [SkillsUSA Flyer or brochure](#) with key points
 - What SkillsUSA is/Why join SkillsUSA
 - How to join your chapter
 - Meeting dates/times
 - Upcoming events/competitions
- [Acrylic Sign Holder](#)
- [Sign-Up Sheets](#) (paper or digital with QR code)
- Pens, clipboard or tablet for sign-ups
- A poster or tri-fold display board with:
 - SkillsUSA description
 - Photos from past school, community service or competitions
 - List of career competition categories at your school



SkillsUSA Flyer

Optional Supplies

- SkillsUSA-branded swag from the [SkillsUSA Store](#) (stickers, buttons or pencils, etc.)
- Mini candy bars or small snacks to draw people in
- Laptop showing SkillsUSA videos (YouTube)
- Small display table of SkillsUSA items
- QR code to your chapter's social media or website



SkillsUSA Mini Notebook

Early Preparation for Your Display Table Event

- Use the **What is SkillsUSA? Lesson Plans** found in your SkillsUSA Back-to-School Resources folder to help members feel knowledgeable about SkillsUSA.
- Use the **Monthly Chapter Calendar Sheets** found in your SkillsUSA Back-to-School Resources folder to help members plan their event well in advance.