



# Membership Booth Public Relations Checklist

- Tables
- Table skirting
- Folding chairs
- Join ABATE today banner
- Canopy

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- Pens
- Note pad for misc. notes and requests to follow up on
- Trash can
- Clear packing tape
- Scotch tape
- Zip ties

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- Membership applications
- ABATE Brochures
- Bumper stickers
- Tour info
- Safety Info
- "Hoosier Motorcyclist" magazines to pass out and to show prospective members
- Region event / meeting info

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- Cash box or bank bag for money
- Change (mostly ones, fives, and tens)

**Knowledgeable people to staff the booth!** Just because someone volunteers doesn't mean they will know enough about the organization to effectively communicate with prospective members.

Revised October 2012