

## **Tabling**

We only permit the reservation of tables in the front entrance of the lobby in Worner Student Center sparingly, on rare occasions. At CC this practice is called *tabling*.

*Tabling* at CC is typically used to:

- advertise a one-time special event
- distribute information to students usually about an event
- and happens for 2-3 days in a row maximum

It is not used to:

- inform the campus of ongoing events
- in the place of coffee hours, for the purposes of proselytizing
- for the sole purpose of advertising one's group
- it is not like an information fair

The college has specific times and ways to let students know about the multiple student groups available to participate in on campus. Additionally, the Chaplains' Office has a specific time to advertise Spiritual Life Groups at CC at the beginning of the academic year. Examples of *tabling at CC* include: students advertising a student run play, an upcoming kickball tournament related to cancer research, or for ticket sales for an event. The Chaplains' Office, in accordance with our own guidelines, rarely participates in *tabling*. In the past we have *tabled* for our once a year interfaith block break retreat that is open to the entire campus.

## **Guidelines for *Tabling***

While *tabling* we ask that you stay within the boundaries of the table (behind the table). We also ask that you engage with students within that space only and if you are invited to do so by the students. In other words, allow students to approach the table, instead of calling out to students to stop by the table. Campus Safety will check regularly that all groups are using reserved and appropriate spaces. Individuals and groups using spaces which are not reserved through the Chaplains' Office Manager will be issued a warning by our Campus Safety officers and/or staff in the Worner Center. Additional follow-up communication from the Chaplains' Office regarding the behavior will be received from the Chaplains' Office with additional warning.

At your table, you need to have:

- A clearly visible sign hanging down off the front of table, big enough for people to see, that indicates the full name of your Spiritual Life group. (see example below)



- If your group is an acronym or goes by words that do not explicitly have the religious tradition you are connected to in it, you will also need to indicate the religious tradition (Buddhist, Jewish, Christian, Muslim, etc.) that you are connected with. If you have any question regarding your group name, please contact the chaplains. This will help honor the Chaplains' Office commitment to the practice of transparency and students being able to make informed choices with who they interact with on campus.
- As a reminder, please make sure to wear your name tag while *tabling* just as you do whenever you are on campus.

### **How to Reserve a Table for *Tabling***

- For Spiritual Life Groups, **All reservations for *tabling* must be made** through Chaplains' Office Manager, Brandy Lachocki at [blachocki@coloradocollege.edu](mailto:blachocki@coloradocollege.edu) or (719) 389-6638.
- At this time you need to clearly articulate the purpose and desired reason for *tabling*. The Chaplains' Office, wants to help support Spiritual Life Groups.
- Sometimes this means we might discern that the articulated purpose of *tabling* does not fit within the parameter of what *tabling* is.
- If *tabling* is not the best fit for your purposes, we will work with you to brainstorm a more appropriate way to advertise your event. At other times, due to other events or college programmatic commitments, we may need to decline reserving a table for your group. We appreciate your understanding ahead of time and willingness to work with us in the reservation process.

## Questions we have received in the past from Spiritual Life Advisors

**Q: I want to reserve a table for *tabling* so students learn about my group. Does this make sense?**

**A:** No. While a nice thought, it is not an appropriate use of *tabling*. *Tabling* is for advertise a one-time special event or to distribute information to students and happens for 2-3 days in a row maximum. There are other opportunities the College has designated for students to learn about various groups to get involved with. The Chaplains' Office also has a special event designed for students to learn about religious and spiritual life at Colorado College.

**Q: How do I reserve a table for *tabling*?**

**A:** Contact the Chaplains' Office Manager in the main office of Shove Chapel.

**Q: How often can my group reserve a table for *tabling*?**

**A:** Sparingly. Only for a rare and specific purpose, 1-2 times a year (see above).

**Q: If the tables for *tabling* in Worner are empty during the day, can I just sit there and meet with students?**

**A:** There are places appropriate to meet with students in your group for coffee hours, such as Colorado Coffee or in the Interfaith House. Sitting at the *tabling* tables is not an appropriate place to either meet with students connected with your group for coffee hours or to casually sit. **\*YOU MUST HAVE A RESERVATION TO USE THE TABLES for *TABLING* IN WORNER\***

**Q: What does my sign for the table need to include?**

**A:** Your sign needs to be large enough for people to see from a distance with the name of your group on it. If your group is an acronym and doesn't have what religious tradition you belong to, you need to have the name of your tradition on the sign too. Additionally, the sign needs to be hanging off the table, so that students can see who they are approaching.

**Q: Can I call out to students who are passing by to get them to engage with me?**

**A:** No. While you are *tabling* you are expected to stay behind your table and allow students who wish to engage with you to approach you and engage for as brief and long as they like.