



Set up a Table Display

Recommended for: **ALL INTEREST LEVELS**

1. Talk to a Librarian

- a. **Ask a librarian** in your school if you can set up a microfinance book and materials display in the library for the month of April. Confirm that you can set it up in the beginning of April and will take it down at the end of April.

2. Get your Stuff

You will need the following:

- a. **A table** (unless there is already an area for display in the library you can use). Try contacting an Office of Student Activities or head of student clubs to see if you can borrow one.
- b. **Microfinance books** at your library to set up on the table, which students should be able to check out.
- c. **50 microfinance flyers and 50 one-pagers** outlining Fast Facts about Microfinance for students of all majors or interests to pick up and read about. Get flyers on our homepage (Events Tool Box)
- d. **A box** roughly the size of a shoe box with pieces of paper and a pen nearby. Leave instructions for students to write their first name and email address on the paper and put it in the box to receive info about your club and other microfinance activities you are hosting in April (or beyond!).
- e. **A sign/small banner** to hang above your table so people know what all that stuff is about! For example, "APRIL is Month of Microfinance", or "Month of Microfinance".

3. Set it Up

- a. **Set up** your table a place where lots of people will see it—by the computers, by the entrance, by the group work area.
- b. **Print out** or gather all materials and put it on your table at the beginning of April. Hang up your sign above the table or prop it up against a wall behind other materials on the table (make sure it's high enough to be read).
- c. **Check back** every few days to replenish info materials and empty box with email addresses.
- d. **Don't forget** to take your table and materials down at the end of April!