



# HOW TO CREATE A TABLETOP DISPLAY

Interested in recruiting new members and promoting your club? Create a Builders Club tabletop display! It's ideal for school and community events such as open houses, back-to-school nights and athletic games. A tabletop display is made using a trifold presentation board or posterboard. It can be the central part of an event table — or it can be placed on an easel when space is limited.

Review these suggestions and brainstorm your own creative ideas. Then decide as a group what you would like to include in your display and what activities you might incorporate.

## Supplies to gather

1. A trifold presentation or project board. These are available at supply, art, retail and “dollar” stores in different sizes, colors and materials. If you’re using an easel (on the table or next to it), use a foamboard, posterboard or large piece of cardboard.
2. Colored paper
3. Thick markers or paint
4. Scissors and glue
5. Theme-related decorations

## Information to include

1. **Photos highlighting up to three service activities.** Print photos showing members in action, each accompanied by a short description. *(Remember to use only photos of students for whom you have signed [photograph release consent forms](#).)*
2. **Quotes that share the club’s impact.** Ask advisors and members what they like best about Builders Club. Ask school and community leaders how Builders Club has made a difference. Write or print quotes in large print on boldly colored paper.
3. **Builders Club information and graphics.**
  - Builders Club logo and bulletin board graphics ([available to download](#) from our website).
  - [The Builders Club mission, pledge and values](#).
  - Examples of service events or promotional flyers/posters created by members.

## **Fun ideas to draw attention and interest**

### **1. Host an easy, portable service activity, such as:**

- Creating greeting cards for nursing home residents.
- Decorating bookmarks with positive messages to stock in Little Free Libraries.
- Making chew toys from recycled t-shirts for dogs at the local animal shelter.

### **2. Choose a theme for the display, such as:**

- “Heroes in action.” Decorate the display like a comic book and have members dress like superheroes.
- “Plant seeds of kindness.” Use a planting theme for the display, with props like plastic flowers in flowerpots and garden tools. Make seed packets from folded paper with positive messages inside.
- “Build a better tomorrow.” Decorate the display with images of buildings, construction tools and construction signs. Members can wear hard hats and tool belts.

## **How to assemble the tabletop or easel display**

1. Gather all images, descriptions, quotes, flyers and other items you would like to include.
2. Arrange all the pieces on the board (without using glue or tape) to see where each piece will go and what will fit. Make sure the items are arranged in a way that makes sense. Leave room for any titles or words you want to write directly on the board.
3. One at a time, stick images, descriptions, quotes or other items to boldly colored pieces of paper and cut the paper a little larger than the size of the item stuck to it. Then replace them on the board to see if there is still room. Adjust as needed.
4. Take a picture of the final arrangement before removing everything from the board.
5. Using the picture as a reference, attach each item to the board with glue or tape.

## **Other items for your table**

1. [Member recruitment cards or flyers](#) with your advisor’s name and the club meeting time and location.
2. [Builders Club promotional flyers](#).
3. A flyer about an upcoming service project, inviting students to help.
4. A copy of the [Builders Club Member Guide](#).
5. Your Builders Club scrapbook (if your club created one for award submission).
6. Candy or another giveaway.