



# Beta Gamma Sigma's Information Table Guide

Your guide to how to put together and man a Beta Gamma Sigma Information Table

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## Why Should You Have an Information Table?

Hosting an information table is a great way to increase the awareness of Beta Gamma Sigma while also creating visibility for your chapter. There may be several opportunities to have an information table throughout the academic year, such as freshman orientation, campus career fairs, and student activity fairs. At your table, you can share information about the benefits of BGS membership, BGS programs, and successful BGS alumni members. You can also involve your Student Officers, faculty members and BGS chapter alumni and encourage them to share their experience with BGS. Chapters can earn five (5) points each term towards the Collegiate Chapter Honor Roll for hosting an information table.

## What Should be Displayed at an Information Table?

Your Beta Gamma Sigma information table should proudly display Society images, swag and information. Your goal is to set-up a visually appealing and vibrant table to draw in students. In order to assist you in this endeavor, we have compiled a list of items to display on your information table.

The following items should be displayed at an information table:

- Professor Elwell
- Beta Gamma Sigma Table Top Pop-Up
- Beta Gamma Sigma Table Cloth or Table Runner
- Stack of Beta Gamma Sigma Information Cards
- Sign-up sheet for students to leave their name and e-mail address
- A bundle of Beta Gamma Sigma ink pens
- Beta Gamma Sigma Post-Its

The following items are suggestions to encourage students to visit your table:

- Blue and White balloons strung up around your table
- Large Beta Gamma Sigma Pop-Up or Banner
- Beta Gamma Sigma SWAG: window decals, pens, luggage tags, etc.
- Candy

## Who Should Man the Information Table?

Now that you have compiled the necessary materials to create an information table, it is time to consider who should man your information table. The best option for your information table is **Student Members!** Set-up a 30 minute rotation schedule and have your students sign-up for timeslots. Your sign-up sheet could look like this:

Beta Gamma Sigma Information Table Sign-Up		DATE: February 19th
TIME	NAME	
10:00-10:30 AM		
10:30-11:00 AM		
11:00-11:30 AM		
11:30-12:00 PM		

## Information Table Talking Points

- BGS is a lifetime recognition (one time payment)
- BGS membership benefits – career assistance and discounts on publications, professional attire, technology, test prep, etc.
- BGS Programs – the Global Leadership Summit, Ethical Leadership Certification, BGS Gives Back
- Graduate School Assistance – the Virtual Graduate School Fair (TOP TIER)
- BGS Alumni Chapter Network – has over 30 Alumni Chapters around the world
- BGS Alumni members – networking opportunities
- Internship and Scholarship opportunities

## Additional Resources

The below are additional resources provided to you by Beta Gamma Sigma:

- **Beta Gamma Sigma Logos:** Beta Gamma Sigma logos can be found and downloaded in JPG and EPS formats from our website here: <https://betagammasigma.org/logos>
- **Society History and Timeline:** Beta Gamma Sigma’s historical timeline table tops can be downloaded for printing on your website here: <https://betagammasigma.org/founders-week>
- **Supplies:** Log-in to the Chapter Management System to order supplies such as information cards, balloons, and pens: <https://betagammasigma.org/cms>