

Olympic Connect Event Tabling Best Practices



Plan & prepare for your event

- Create a list of all the materials you need to set up your table. Use the outreach checklist in this guide to help you prepare.
- Review Olympic Connect messaging quick guide so you feel confident talking about Olympic Connect. Find a colleague or care coordination partner to practice with.
- Make time to print out and pack your materials for the table.
- Keep your materials organized and easy to distribute at the table.



Make your table visually appealing and accessible

- Use Olympic Connect standing vertical banner to draw attention to the table.
- Provide interactive elements such as the prize wheel to draw people to your table and make them want to stay. Use it as an opportunity to talk to individuals about Olympic Connect. Refer to the Prize Wheel Talking Points document for set up, trivia questions, and mini-challenges.
- Give away Olympic Connect swag to anyone who stops at the table to help spread the word about this new service.
- Need to order more Olympic Connect swag? Swag is an eligible expense that can be invoiced. Refer to the [Added Eligible Expenses](#) document to review the list of eligible items that can be expensed and up to how much you can invoice to Olympic Community of Health.



Engage with community members in a meaningful way

- Train staff to greet people, maintain professionalism, and review Olympic Connect messaging and talking points.
- Encourage attendees to make a referral to Olympic Connect and have the Olympic Connect referral form for anyone who wants to make a referral at the table.
- We recommend having a portable tablet to easily make an online referral to Olympic Connect.
- Follow up with any clients that are referred to Olympic Connect after the event.
- Get creative with engagement! We encourage you to table at your organizations, local events, or collaborate with other community partners in way that is meaningful to you and connects more people to services and care.



Olympic Connect Outreach Checklist



Printed materials for all outreach events:

- ☐ Flyers-English & Spanish
- ☐ Blank referral form
- ☐ Blank consent and authorization forms

Olympic Connect table display:

- ☐ Olympic Connect tablecloth
- ☐ Olympic Connect standing vertical banner
- ☐ Prize wheel & prize wheel talking points

Olympic Connect swag for your table:

- ☐ Olympic Connect stickers
- ☐ Olympic Connect magnets
- ☐ Olympic Connect tote bags
- ☐ Olympic Connect buttons
- ☐ Olympic Connect water bottles
- ☐ Olympic Connect lanyards