

## TABLE DISPLAYS in the COMMONS - PROCEDURE

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### Having a Table and/or Easel Display in the Commons on Sunday mornings

There are times when an OUUC Ministry or Event organizer needs to communicate with our members and friends face to face, with a conversation, in addition to a written message in the Wednesday email blast or the Sunday announcements. The Commons is a place Ministries can offer opportunities to become more deeply involved in the life of our congregation.

Having a Table Display and/or Easel display in the Commons is a great way to:

Inform the congregation about projects or events.

Sign people up for a class, an event, or an activity.

Seek volunteers.

### Tables and/or Easel displays

Displays must be sponsored by an OUUC Ministry.

There will be up to three display tables available in the Commons each week. There are three easels available to help with your display.

If there are more OUUC Ministries/Events needing table space, they will share the three available tables.

If you want to inform the congregation that your Ministry/Event will be in the Commons on a particular Sunday, complete the [“Get the Word Out” form](#) by 11:00 am Wednesday. Your announcement will be included in the weekly e-blast, Sunday printed announcements and on the OUUC website.

Sale of items for outside groups will not be allowed.

Displays must be disassembled and put away after the end of the second service, clipboards may remain in the Commons for continued sign-ups throughout the coming week and should be attached to the permanent display board.

Unless otherwise approved by staff, nothing should be displayed on or attached to windows, walls or moldings.



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### Supplies available to help display information:

In the Commons, tucked behind the gray display boards:

Easels: 1 easel with a white board, and a clip at the top that holds an easel pad.

1 table-top easel with white board, and knobs at the top to attach an easel pad.

1 light-weight wooden easel that can hold a cork board or gray display board.

Cork board 22"x34" (tacks in the Workroom, on the table next to the copier)

2 gray display boards 24"x36". Displays can be attached to this soft board with tacks or using stick-on velcro pieces available in the Workroom (velcro: in the cabinet just inside the door, bottom drawer).

In the Workroom:

Clear plastic table-top sign holders, found in the cabinet just inside the door, bottom drawer.

Two 7-foot tall sign holders with 12"x18" white-board on the top. You will need to hold these signs while standing in the Commons (there is no stand available). These signs make it easy for people to see you from across the Commons.

Supplies: tape, dry-erase markers, paper cutter, markers

### Communications Guidelines

Guidelines about what should be included in handouts, and how your group can communicate with the whole OUUC congregation are provided on OUUC's website. You can find these guidelines in the Getting Connected section: [How-Tos/Tutorials section](#) is at the bottom of the page: [Communications Guidelines](#).

