

TABLE CAPTAIN KICK-OFF **THERE IS HOPE LUNCHEON**

Thank you for agreeing to be a Table Captain at our upcoming There is Hope fundraising luncheon that will be held:

Thursday, November 7, 2019
12:00 pm – 1:00 pm (Table Captains arrive at 11:00)
DoubleTree Hotel Ontario – Empire Ball Room
222 N. Vineyard Avenue, Ontario 91764

The Table Captains are the most essential element in ensuring the success of the event. This packet is intended to provide you with everything you will need to make your job easier and more enjoyable. Please take the time to familiarize yourself with the contents.

As a Table Captain, you have agreed to fill a table of 10 people, including yourself. It is recommended that you begin by making a list of all potential guests, including personal and business associates who might have an interest in our organization. Ideally, many of your guests will already be somewhat familiar with the organization. If not, please invite your guests to attend a Vision of Hope tour.

In order to have a full table of 10 people on the day of the event, be sure to pre-confirm 14 guests. The more personal the invitation, the better. Invite people in person or by telephone (not by an impersonal email). Confirm with your guest by mailing or handing them one of the "Save the Date" postcards provided in this packet. Please plan to call them once more a few days before the event to reconfirm yet again.

Keep a separate list of those who are unable to attend or call to cancel at the last minute but would like to receive information about Steven's Hope for Children and upcoming events. Please forward that list to Steven's Hope for Children. It is critical that you include your guests' email address so reminders can be sent the day before and the day of the luncheon.

Please fax 909-981-4578 or email your confirmed guest list (on the form provided) to the Steven's Hope office by October 24.

Also, on the next page are listed all the scheduled Vision of Hope tours before the big event, as well as a sample script to help you. It is encouraged that you invite your guests to attend a Vision of Hope before attending the luncheon. If you have a large group of 8 or more people that cannot attend one of the times listed, please call the Steven's Hope offices to discuss accommodations.

Please feel free to contact Tony at (909) 373-0678 or update@stevenshope.org anytime you have any questions or need additional materials.

Again, thank you for serving as a Table Captain. Your participation, and the success of this event, enables Steven's Hope for Children to continue the important work of assisting families of seriously ill children.

Together, let's make ripples.

TABLE CAPTAIN JOB DESCRIPTION

FREE ONE-HOUR ASK EVENT

1. Fill table of 10 guests at Ask Event (This will mean confirming 14 guests by reminding them personally by phone or e-mail the day before).
2. Make sure that at least 20% of guests have attended a Point of Entry by the date of the Ask Event.
3. Mail Save-the-Date cards to each guest as they accept your invitation.
4. Keep a separate list of those unable to attend who have said they would like to receive more information about the organization.
5. Submit final guest list to the organization 2 weeks before the Ask Event.
6. Arrive at the event at least 1 hour early to greet your guests and pick up your Table Captain day-of-event packet.
7. Pass out pledge cards and envelopes as instructed during the Pitch.
8. Set an example for your guests by enjoying the event and filling out your own pledge card at this time. Guests will be looking to you at that moment to see what they are supposed to do.
9. Collect completed pledge cards and envelopes from your guests and turn them in to the event coordinator before you leave the event.
10. Call your guests within 2 days to thank them for coming and get their impressions and feedback. (Do not ask them for money). Here are some suggested questions to ask. Please let us know their feedback.
 1. What was your favorite part about the luncheon?
 2. Do you see yourself getting involved with Steven's Hope for Children?
 3. What can we do better at next year's luncheon?

Inviting Your Guests & Table Captain Training

Here is some suggested wording you might want to use to invite your guest:

“Hello, _____, I’d like to invite you to join me at my table at the Steven’s Hope for Children There is Hope luncheon. This is a free lunch for people to come and learn more about Steven’s Hope for Children. It is a fundraiser, too. You will be asked to consider making a contribution, but there is no minimum and no maximum gift required. Hopefully, you will be inspired to want to give. As much as anything, it is important people come and find out about the great work being done through Steven’s Hope for Children. I would be delighted if you could join me.”

Upcoming

Vision of Hope Tour Dates

As needed

All Vision of Hope tours are held at our Upland Office

1014 W. Foothill Blvd., Ste B
Upland, CA 91786
909-373-0678

Treasure Map

