



## Table Captain Responsibilities

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1. Attend the event kickoff on Wednesday, January 25, 2023 from 6 – 7:30 pm at FSL’s Caregiver House.
2. Identify interested individuals and fill a table of 10 guests at the Wednesday, March 22, 2023 Hope In Motion fundraising event – breakfast or lunch.

### ***Here’s How to do it!***

- Identify 20 – 30 friends/colleagues (8-10 couples) to cultivate to sit at your table on Wednesday, March 22, 2023.**
  - Create a listing of their names, addresses and phone numbers and submit to Tatumn Zale. Please do not send names one at a time. This causes confusion and lots of room for error!
- Share the mission of FSL with those friends and colleagues to inspire them to attend the event.**
  - “I’m involved with a fantastic organization called FSL. They provide a multitude of services for families including affordable housing, meals for older adults, and education and support services for caregivers. I know you are interested in \_\_\_\_\_ and I was hoping you’d like to learn more.”
- Fill a table of 10, including yourself, of friends and colleagues who have an interest in FSL.**
  - “I’d like to invite you to join me at my table at a free event for FSL. This is an opportunity for people to come and learn more about supporting FSL. Yes, it is a fundraiser, too. You will be asked to consider making a contribution. There is no minimum and no maximum gift. It will be the job of FSL to inspire people to want to give. As much as anything, we want people to come and find out about the great programs we offer to our community. I would be delighted if you could join me.”
- Call your guests the week before and the day before the event to encourage them to attend.**
  - “I just want to remind you about the free event for FSL on Wednesday, March 22<sup>nd</sup>. I’m looking forward to having you at my table! Registration starts at (*either 7:30 am or 11:30 am*) and the program will begin at (*either 8:00 am or 12 noon*) and last one hour. We are reserving a seat and a meal for you; please let me know if your plans change.”
- Email your guest list to [RSVP@fsl.org](mailto:RSVP@fsl.org) or fill it out online by March 6, 2023.**
- Arrive at the event on Wednesday, March 22<sup>nd</sup>** no later than 30 minutes before the official start time. Register at the Table Host check-in to receive your packet of pledge cards.
- Greet your guests as they arrive and show them to your table. Enjoy the program!**
- Pass out the pledge sheets as instructed during the “pitch”.**
- Set an example for your guests by enjoying the event and filling out your own pledge sheet at this time. Guests will be looking to you at that moment to see what they are supposed to do.**
- Collect the pledge cards from your guests at the close of the event and turn them in to the collection volunteers.**
- Thank your guests for supporting FSL!**
- Call your guests within 2 days to thank them again for coming and get their impressions and feedback (do not ask them for money).**