



2017 Table Captain Job Description

- 1.) Fill a table of 8 guests at the People Who Care Event October 6, 2016. (This will mean confirming these guests by reminding them personally by phone or email the day before.)
- 2.) Make sure that 100% of your guests have been introduced to Transitions at an Open Door Event or Open House before the day of the event.
- 3.) Mail save-the-date cards (provided by Transitions) 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 Transitions.
- 5.) Submit final guest list, on the form provided, by September 15, 2016, three weeks before the People Who Care Event.
- 6.) Arrive at the event (breakfast or lunch) 30 minutes early to greet your guests, pick-up your nametags and get settled.
- 7.) Pass out pledge cards, pens and envelopes during the Opportunity to Invest.
- 8.) Set an example for your guests by enjoying the event and filling out your own pledge card at this time. (Even if you already have a pledge or have given – fill out your name and address on the form.) 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 return them to Transitions staff in a signed and sealed envelope before you leave the event.
- 10.) Call your guests within two days to thank them for coming, get their impression and listen to feedback. Contact Transitions with any pertinent information. (Do not ask them for money.)