



2019 Table Captain Job Description

- 1.) **Fill a table of 8** at the People Who Care Event on Wednesday, October 2, 2019.
(Experience has taught us to confirm these guests personally by phone or email the day before—trust us!)
- 2.) Try your best to **introduce each of your guests** to Transitions at an Open Door Event or a site tour before the day of the event.
 - New Leaf bake sale & \$5 lunch: August 7th, September 4th, 11:00am-1:00pm
 - Home Yard Cottages: September TBDAsk about doing a group tour of one or more of our sites! slickfold@help4women.org, 509/795-8415
- 3.) Mail or email (email preferred) **save-the-dates**, provided by Transitions, to each guest as they accept your invitation. Or if your friends like calendar invites, that could be a great option to get it on their calendars!
- 4.) Keep a separate list of those **unable to attend** who have said they would like to receive more information about Transitions. Email to Sarah after all is said and done — slickfold@help4women.org.
- 5.) Submit **final guest list**, on the form provided, or register them online, by September 11, 2019, three weeks before the People Who Care Event. Online site: TBD.
- 6.) Arrive at the event (breakfast or lunch) **30 minutes early** to greet your guests, pick up your nametag and get settled.
- 7.) **Pass out pledge cards**, pens and envelopes during the Opportunity to Invest portion near the end of the hour.
- 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).