

2019 TABLE CAPTAIN IMPORTANT DATES TO REMEMBER

- January 2019** Start inviting your guests in person, via email or phone. We will have an electronic invitation, sample emails, talking points and video links available for your use as well.
- January – March** Alexander Campus Tours – Invite potential table guests (even those who decline!) to attend a scheduled tour or schedule a private one by contacting Crissy Humble at 704.227.9133 or chumble@alexanderyouthnetwork.org. Tours take place twice a month on a Tuesday (1st tour of month) and Thursday (2nd tour of month) from 12-1PM. Lunch is available upon request.
- Pre-event Campus Tour Dates:**
January – 8th or 17th
February – 5th or 21st
- Additional Campus Tour Dates (after COK):**
March 21st
April – 2nd or 18th
May – 7th or 16th
June – 4th or 20th
- January – March** As your guests confirm their attendance, register them online. Directions can be found on the table captain website. You can wait to do them in one group once all of your guests have confirmed but past Table Captains have recommended to do them as they confirm to ease the process! Do not forget to LOG IN first or we won't know to seat them at your table.
- March 1** **All guests must be registered by this date in order to guarantee them a seat at your table.** Please register them via our On-line registration (link coming soon). If you have overflow guests (more than 10) we can easily seat them at the table next to you. We have this down to a science, so don't fret! Contact Crissy for assistance as needed.
- March 4** Touch base with guests to confirm their attendance and answer questions.
- March 6** Send guests their table number as soon as you receive it via email from Crissy.
- March 7** Event day – arrive at the Westin no later than 11:15 am. More detailed instructions will be sent to you prior to the event.
- March 8** Call each guest and thank them for attending. Expect a call from Crissy over the next week to get feedback from you and your guests.