



**Celebrating Our Kids Annual Luncheon**  
**Thursday, March 7, 2019**  
**12-1 p.m.**  
**The Westin Charlotte**

**TABLE CAPTAIN JOB DESCRIPTION**

1. Fill table of 10 guests at the luncheon. This usually means you need to confirm 14 guests so that 10 show up. If all 14 show up, we have a method for making that work!
2. Potential guests should have the capacity to make a \$1,000 contribution annually. This doesn't necessarily mean that they will give \$1,000 that day (though we hope they will!) but it's a good guideline when selecting your potential guests.
3. Make sure that as many guests as possible have attended a Campus Tour or a "Tour In a Box" (on the Alexander campus or presentation out in the community) in advance of the luncheon.
4. Send an Outlook calendar request, Evite or email invitation to each guest after they accept your invitation.
5. Submit your final guest list online to Alexander Youth Network by March 1<sup>st</sup>.
6. Arrive at the event by at least 11:15 a.m. in order to greet your guests and review your Table Captain packet.
7. Pass out pledge cards, envelopes and pens 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 your Table Greeter or an Advancement staff member before you leave the event.
10. Call your guests within 2 days to thank them for coming and get their impressions and feedback.