

TABLE HOST ORIENTATION RECAP

1. Revisit Table Host Training whenever you feel the need
2. Distribute confirmations and have a final count by Sept 30th. A confirmation letter for your invitees is available for downloading and printing on the Table Host web page. Please invite your guests in person or by telephone. However, the physical Confirmation Letter will be extremely helpful to your guests. Be sure to include a handwritten note if possible, so your invitees to know that the invitation is from YOU.
3. Invite potential guests: Each table seats 10 people. We recommend that you invite more than enough people to fill your table, as many will not be able to attend. Start early/**NOW**! It is considered best practice to begin with phone calls. Then mail a confirmation letter with a personal note inside to affirm their commitment, and follow-up the week before the event with a phone call to ensure attending. Overflow guests (more than ten per table) are welcome; just let us know in advance so we can have seats for everyone!
4. Make it compelling: You are the reason your guests will come. Consider putting together a group of people who know one another, or who may want to meet on another. Tell them why you care about Pathway to Hope.
5. **VERY IMPORTANT - Communicate expectations:** This is a fundraiser with the expectation to raise money for Pathway to Hope. It is always best for you and your guests to understand the expectations in advance. Please communicate whatever expectation you believe is appropriate for your guests. Reach out if you need help or guidance with this piece. It is extremely important to our success.
*** We are asking that YOU set an example and be prepared to complete a donation card the night of the event. Be prepared to write your check that night or fill in your credit card information. Your example will go a long ways in helping your guest to feel confident in their giving. ***
6. **Sept 30th, 2019** is the deadline for turning in your confirmed guest information.
 - Please confirm each guest and their attendance – prior to confirming with us.
 - Keep your communication direct and personal so your guests will know you are expecting them to attend the Gala.
 - Please keep reminding your guests about the event up until the morning of the big day. We will also be sending out email confirmations & our plan to make check-in as easy as possible.
 - **Please provide THOROUGH and COMPLETE contact information for your guests. This really is the biggest way you can help as we will have hundreds of attendees that will expect to be communicated with effectively.**
 - Enter your guest information online: https://www.flipcause.com/secure/cause_pdetails/NTUwOTE=
 - If you don't provide accurate information for your guests, you will likely be the one receiving their confirmations and follow up information after the event, possibly even their tax letters. This is not what your guess will expect.
 - Many companies match their employees' donations; remind your guests to bring their company's gift matching form with them to the event. If they forget the form the night of, they can turn in the paperwork after the event as well.

Gala Night Duties Summary

Welcome your guests when you see them arrive. All guests will be assigned to a numbered table, and this will be indicated on their program. As they enter you are encouraged to promptly greet your guests, make sure they have registered. Help lead them to the silent auction and encourage them to bid on all the wonderful items! Get them excited so they have fun and are comfortable at the event. Follow the instructions in your Table Host Packet the night of the event. ASK QUESTIONS as you need to!