



# Be a Table Captain!

## Share Your Passion about our Mission!

By being a Table Captain, you are helping Volunteers of America spread the word about important services in your community for the most vulnerable. You do not have to sell tickets - attending the Reach for the Stars Breakfast is absolutely FREE for you and the guests you invite. And there's no minimum amount of money you need to raise as a table host. You simply invite friends and colleagues who you think will appreciate Volunteers of America's work.

Follow these 3 simple steps:

### 1. **Fill Your Table using a Personal Touch!**

- Use the [table brainstorm sheet](#) to develop a list of people you want to invite to the May 7<sup>th</sup> breakfast.
- Introduce prospective guests to Volunteers of America's mission at an ExperienceWhy Session – it will stimulate their curiosity! We will help you schedule one for your guests.
- Invite 15 guests to attend the May 7<sup>th</sup> breakfast. This way, you will more than likely fill your table of 10. We can always accommodate extras.
- Personal invitations to the May 7<sup>th</sup> breakfast (face-to-face or over the phone) are always best. See the [How to Invite Someone](#) for help on what to tell potential guests when you invite them.
- Send a [Save the Date](#) to everyone you invite – even those who are undecided or declined. This is an inspirational message with a short video that describes our mission.
- Send us your completed [Guest List](#) by April 23<sup>rd</sup> via email to [jsillars@voasela.org](mailto:jsillars@voasela.org)
- Make a reminder call to all your guests a few days before the breakfast. It's important to remind them that you have reserved a seat especially for them!

### 2. **It's Breakfast Time!**

- ***The Reach for the Stars Breakfast is Thursday May 7<sup>th</sup> at the Pontchartrain Center in Kenner. We will begin the program promptly at 8:30AM and conclude at 9:30AM.***
- Table Captains should arrive promptly at 7:45AM to pick up your Table Captain day-of-event packet and get to your table to welcome your guests.
- Set an example for your guests by enjoying the event without any distractions. Pass out pledge forms when prompted during the presentation. Fill out your own pledge card during the pitch – your guests will be looking to you at that moment to see what they are supposed to do.
- Fold your completed pledge sheet and place it back into the envelope. Collect the completed pledge sheets from all of your table guests. Be sure to complete the list on the front of the envelope.
- Return your completed packet to the Table Captain check-in table as you exit.

### 3. **Give Thanks!**

- Help us say "Thank you!" to your guests by calling them within two days of the event. This is a great way to thank them for coming and to learn their impressions.

Questions or need help? John Sillars at 504-486-8664 or [jsillars@voasela.org](mailto:jsillars@voasela.org)