

Luncheon 2018

Table Host: Checklist

PRE-EVENT

- Fill Table of 10, including yourself, to sit with you. Please be sure your guests are aware this is a fundraising event and there will be a formal request for donations.
We are hoping to have people make their very best gift, which we hope can be \$20 a month for 10 months – or \$200—and more if possible. Your table’s gift of \$2,000 or more will remove the final barrier to get women experiencing homelessness into housing.
- Send an email to each guest/s after they confirm.
- Send your final guest list to Kavya Dharmarajan (kavya@sophiaway.org) by October 2, 2018
- Call to remind your guests three days before the Luncheon.
- Follow-up with an email with details of parking, etc.
- We have prepared some communication material for your use. Download them [here](#)

DAY OF EVENT (Thursday, October 11)

- Arrive at Meydenbauer Center at 11:30 a.m. to pick up your packets and greet your guests.
- Pass out the pledge cards and envelopes as instructed during the “Ask”. Lead by example, by filling out your pledge card – some of the guests may be looking to you for what they need to do.
- Collect the completed pledge cards and envelopes from your guests and give them at the Table Host Check-In before you leave the event.

POST-EVENT

- Call your guest within two days to thank them and ask what they thought of the event. We will be using the feedback to plan for next year’s event.

TIMELINE (Dates to Remember)

July 27	Table Host Kick-off Orientation (location and time TBD)
July 27 – October 2	Invite guests and fill table; send email to guests when they confirm
September 12	Inspiration Lunch
October 2	Last day to submit final guest list to Kavya Dharmarajan kavya@sophiaway.org
October 6 – 10	Call guests with a reminder; send parking directions
October 11	VIP Reception at 10 a.m. The Luncheon at 12 p.m.
October 12	Call guests to thank them for attending and get their impressions & feedback
October 15	Send feedback you receive from guests