

**Home Is The Key**

**Breakfast**

 ***November 10, 2022***

***Important Dates***

***September 27, 5:30pm; BOCA Restaurant***

Table Captain Packet Pick Up and Social

***October 17***

Guest Information Form

**DUE** to Lynn Nelson

***November 9***

Reminder call or email to guests

***November 10***

Arrive by 7:15am to welcome your guests

***Come Experience Habitat!***

***October 15***

Ridgeview Neighborhood Celebration

***September 28***

***October 13 & 25***

‘Behind the Scenes’ site tour with the Executive Director

***Questions ?***

Contact Lynn Nelson:

lynn@habitatcatawbavalley.org or

828-638-2911

Your Role as a Table Captain

***Being a Table Captain is easy****.*

Your job is to fill and host a table of ten at our Home Is The Key Breakfast.

Here’s how you do it:

***Invite Guests***

1. *Identify people* in your social and professional networks who might be interested in learning about Habitat. We can help you identify people to fill your 10-person table using an easy tool called *treasure mapping*.
2. Make *personal invitations* to your friends and colleagues. Utilize the paper or electronic ***Save-the-Date*** to help your confirmed guests keep the event on their mind. Receive a commitment to attend the breakfast from 9 guests.
3. Include on the ***Potential Guests Worksheet*** a list of people you would like to consider inviting to the breakfast. You may also use this form to list people who cannot attend the event but said they would like to know more about Habitat.
4. Gather *contact information for your guests* and submit your final list by *October 17*. Use the ***Confirmed Guest Information Form*** to let us know who is attending: <https://habitatcatawbavalley.org/table-captains-info/guest-info-form/>

***Before the Breakfast***

1. *Send guests a* ***Save-the-Date postcard*** *or email*after they have committed to attend the event.
2. *Come* ***Experience Habitat***to informyou and your guests about Habitat Catawba Valley. *It is vital that guests, especially those new to Habitat, have at least* ***a little engagement with us*** *before the event.* Check out opportunities in the sidebar.
3. *Call and email your guests on Wednesday, November 9*to remind them to attend the *Home Is The Key* Breakfast.

***The Big Day***

1. On the day of the breakfast, arrive at *74 South at Moretz Mills* *at 7:15am*, to welcome your guests as they arrive. ***Pick up your packet at the Table Captain Registration Table.***
2. At the designated time during the program, distribute pledge cards to your guests. Set an example for your guests by filling out your own pledge card.

10. Collect the pledge cards from your guests and return packet to Habitat Staff.

11. Sometime that afternoon, call your guests to ***thank them for attending***, and ask them their impressions.