

Your Role as a Table Captain

**Home is the Key
Breakfast
November 6, 2025**

Important Dates

October 20
Guest Information
Form DUE to Katherine
Bewley

November 5
Reminder call or
email to guests

November 6 - Event Day
Arrive by 7:00am to
welcome your guests

Experience Habitat!

Questions?

Contact
Katherine Bewley:
828-328-4663 x107
katherine@habitatcatawbavalley.org

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

Your job is to fill and host a table of eight (you + 7 guests) 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 8-person table using an easy tool called *network mapping*.
2. Make *personal invitations* to your friends and colleagues. Utilize the electronic ***Save-the-Date*** to help your confirmed guests keep the event on their mind. Receive a commitment to attend the breakfast from 7 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 20**. Use the ***Guest Information Form*** and email to Katherine or submit it electronically at <https://habitatcatawbavalley.org/table-captains-info/guest-info-form/>

Before the Breakfast

5. *Send guests an electronic **Save-the-Date email*** after they have committed to attending the event.
6. *Come **Experience Habitat*** to inform you 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.
7. ***Call and email your guests on Wednesday, November 5*** to remind them to attend the *Home is the Key Breakfast*.

The Big Day

8. On the day of the breakfast, Thursday November 6, arrive at *74 South at Moretz Mills at 7:00 am* to **pick up your event packet at the Table Captain Registration Table** and welcome your guests as they arrive. *Breakfast will open at 7:30 am and the program will begin at 8:00 am.*
9. 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 the packet to Habitat Staff as you exit the banquet room.
11. Later that afternoon, call your guests to ***thank them for attending***, and ask them their impressions.