

Home is the Key Breakfast November 21, 2024

Important Dates

**September 24,
5:30pm**
**ReStore -
(1615 8th St Dr SE,
Hickory, 28602)**
Table Captain
Packet Pick Up and
Social

October 24
**Guest Information
Form DUE** to Lynn
Nelson

November 20
Reminder call or
email to guests

November 21
Arrive by 7:00am to
welcome your guests

Experience Habitat!

Tours:
October 1, noon
October 17, 5:30pm
October 19, noon
The Cottages at
Ridgeview

Questions ?

Contact Lynn Nelson:
828-328-4663 x107
lynn@habitatcatawba.org

Being a Table Captain is easy.

Your role is to fill and host a table of eight (you + 7 guests) at Habitat's 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 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 7 guests.
3. Include on the **Network Mapping 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 24**. Use the **Guest Information Form** included in your Table Captain packet or download it from <https://habitatcatawbavalley.org/table-captains-info/>

Before the Breakfast

5. *Send guests a Save-the-Date postcard or email* after they have committed to attend 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 or email your guests on Wednesday, November 20** to remind them to attend the *Home is the Key* Breakfast.

The Big Day

8. On the day of the breakfast, 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.
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.