

We're very excited to have you serve as a Table Captain for our seventh annual **Home is the Key** Breakfast. Your support is more vital than ever to the breakfast's success. Thank you for your commitment to Habitat Catawba Valley! We could not do this without you.

To help you in your role as a Table Captain, a training session has been scheduled for Tuesday, September 24, 5:30pm at the ReStore (1615 8<sup>th</sup> St Dr SE, Hickory). Please take a sneak peek of the training packet materials: <https://habitatcatawbavalley.org/table-captains-info/>. Here you will find a few helpful worksheets and other items that will help you get organized and maximize the potential of your table!

- ❖ **Network Mapping**--- What groups of people or organizations might you have a connection to that you could explore to identify guests for your table? Use this form to map out your networks/groups and start your list.
- ❖ **Potential Guests Worksheet**--- After completing your network map you may be surprised to see how many groups you are a part of. Use this worksheet to help capture names of potential guests for your table as you consider each group.
- ❖ **Engage in Experience Habitat Tours**--- Now that you have a list of potential guests, we strongly encourage you to invite your guests to learn more about Habitat's mission. Please join us at our upcoming **Experience Habitat Tours** at The Cottages at Ridgeview:
  - October 1 – 12 noon
  - October 17 – 5:30 pm
  - October 19 – 12 noon

A part of the success of your table will rest upon how connected your guests feel to Habitat. These *Experience Habitat Tours* allow for a fun way for your guests to have an introduction and share in the buy-in before they come to the breakfast! To schedule a tour, please contact Walter Cantwell, Development Director, at 828-454-6135.

- ❖ **Guest Information Form**--- You have confirmed 8 guests (including yourself) for your table, great! Now you can use the included form to capture guest information. You can also download a copy at: <https://habitatcatawbavalley.org/table-captains-info/>. Using this form will ensure Habitat staff sends out breakfast invitations and reserves seating for your guests. **The Guest Information Form is due on or before October 24.** Please email your completed form to [lynn@habitatcatawbavalley.org](mailto:lynn@habitatcatawbavalley.org).
- ❖ **Save-the-Date Postcard**--- Once your table is set with 8 confirmed guests, send out or email the **Save-the-Date** postcards.

Thank you for serving as a Table Captain. We are looking forward to seeing you at the upcoming training session (location will soon be confirmed). We are confident in all your efforts and look forward to continuing an amazing tradition that will have a lasting impact on our community.

Many thanks,

*Lynn*

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