

Greetings Habitat Table Captain,

We're very excited to have you as a Table Captain for our sixth annual **Home Is The Key** Breakfast. Your support is more vital than ever to the breakfast's success, and we applaud and thank you for your commitment! We could not do this without you.

Inside this packet you will find a few helpful worksheets and other items that will help you get organized and maximize the potential of your table! Electronic versions of these documents are also located at: <https://habitatcatawbavalley.org/table-captains-info/>

- ❖ **Treasure Map**--- 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 treasure map you may be surprised to see how many networks 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 Habitat's Welcome Events**--- 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 **Welcome Event**:
 - October 21 – Homeowner Celebration, The Cottages at Ridgeview, 12:00 NoonA part of the success of your table will rest upon how connected your guests feel to Habitat. This event will allow for a fun way for your guests to have an introduction and share in the buy-in before they come to the breakfast!
- ❖ **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 to your guests. **After your form is complete, please email or fax it to Lynn Nelson (lynn@habitatcatawbavalley.org or 828-328-9263) no later than October 23, 2023. Any changes thereafter should also be sent to Lynn.**
- ❖ **Save-the-Date Postcard**--- Now that your table is set with 8 confirmed guests, send out or email the **Save-the-Date** postcards.

Also included in your packet is the 2022 Annual Report and a sample past pledge sheet and program. We hope you will find this packet useful in your preparation for this year's breakfast. 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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