

Table Captain Welcome

We're very excited to have you as a Table Captain for our eighth 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.

In this welcome letter you will find information that will help you get organized and maximize the potential of your table! Additional information and electronic versions of these documents are also located at: <https://habitatcatawbavalley.org/table-captains-info/>

- ❖ **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.
- ❖ **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 submit a copy electronically here: <https://habitatcatawbavalley.org/table-captains-info/guest-info-form/> Using this form will ensure Habitat staff sends out breakfast invitations and reserves seating for your guests. **Please email your completed form to me (katherine@habitatcatawbavalley.org) or fill out the form online on or before October 20, 2025. Should you have any changes or updates to your Guest Information Form, please email them to me asap.**
- ❖ **Save-the Date Postcard**--- Now that your table is set with 8 confirmed guests, send out a reminder email.

Also included are the 2024 Annual Report, a sample past pledge sheet and past program. We hope you will find this information 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,

Katherine Bewley

Katherine Bewley

Donor Engagement Advisor

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