



Table Captain Guest Recruiting Tips

1. Make a list of 10-15 potential guests. Your list should include friends, co-workers, family members, neighbors and people whose businesses you patronize. If you have been a table captain before, list your past guests as well.
2. Contact your guests by either extending a verbal invitation or sending a letter or e-mail. You may choose to use a combination of both methods. Refer to the sample invite on the website at www.friendsofyouth.org for one option.
3. Ask at least one of your previous year's guests to host their own table this year.
4. Make sure your guests understand that this is a fundraiser. There will be an "ask" to guests to make a contribution and/or pledge at the event. We are suggesting a minimum contribution of \$150 per guest. A pledge of \$150 is only \$12.50 a month for 12 months.
5. Encourage guests to inquire about matching funds from their employers. A match could **double** their gift/pledge.
6. Communicate your personal connection to Friends of Youth. Tell them why you support this organization and let them know that you are excited about the programs and the difference we are making with youth in our communities.
7. Familiarize yourself with our mission and programs so that you can share this with potential guests. (See the PowerPoint presentation.)
8. Expect some invitees to decline your offer. Track friends unable to attend but still interested in contributing to Friends of Youth. If unable to attend, they can send in a donation on an R.S.V.P. card.
9. Follow up with people you don't hear back from. They may still be interested, but have forgotten to reply.
10. By the week of March 15th, send a reminder e-mail or make phone calls. Let them know you look forward to seeing them at 11:30 a.m. for registration (event program is noon-1:15 p.m.). Remind them to check-in at the registration table where they will receive their name tags and table assignments.
11. Don't forget to thank your guests individually after the event. Personalize your table with a small token of appreciation to all your guests that attend. A sheet of suggested ideas is included in your packet. We will also send an official thank you letter to all guests. You can never say thank you enough and you may want to send a personal note as well.
12. **HAVE FUN!** Thank you for being an ambassador for Friends of Youth. Remember that you are providing friends the opportunity to support a very worthwhile organization.