



Table Captain Checklist

- Review Table Captain information packet.
- Identify and invite your guests. Tables are set to 10 (including you).
- If someone is unable to attend, send them a Pledge Card with envelope and encourage them to contribute.
- Mail, e-mail or fax your guest list to Cheryl Schnelle by Monday, March 22, 2010

16225 NE 87th Street, Suite A-6
Redmond, WA 98052
or
cheryl@friendsofyouth.org
or
Fax: 425.869.6666

- Make or purchase small personalized gifts of appreciation for your guests. Remember to bring these with you on March 25th.
- Contact your guests during the week of March 15th to remind them that you are looking forward to seeing them on March 25th.
- Please arrive by 11:30 a.m. to check in and greet your guests. **HAVE FUN!**
- When you arrive at your table, look for the Table Captain envelope on your table top. This envelope contains donation forms and pens. **DO NOT PASS OUT PLEDGE CARDS** until you are prompted to do so by the speaker toward the end of the event.
- Distribute the cards when you are asked to do so. Make sure that all donation envelopes are placed in the Table Captain envelope and bring the envelope to the volunteer at the Registration Table.
- Send an additional thank you email or not thanking your guests for attending and supporting Friends of Youth.