



Table Captain Job Description

What EGM Needs:

Your passion for the work of EGM to the poor and homeless, follow through in filling your table of 10, and persistence in keeping in regular timely contact with your guests are just what is needed. As a table captain you play a vital role in the success of EGM casting our vision to the community, making new lifetime friends, and building sustainable resources that support the needs of the poor and homeless throughout Snohomish County. You are helping change lives today and in the future by introducing your friends (and enemies if you so desire) to an organization you are proud to be a part of...the Everett Gospel Mission.

What you will be asked to do:

- ✦ Fill a table of ten at the breakfast. This will mean:
 - ✦ personally confirming twelve guests by Oct. 12, 2009.
 - ✦ confirming eleven guests by reminding them personally by phone or e-mail one to two days before the event.
- ✦ Mail "Save-the-Date" cards to each of your guests as they accept the breakfast invitation.
- ✦ Keep a separate list of those unable to attend the breakfast but who have said they would like to receive more information about EGM.
- ✦ Submit a final guest list to the event coordinator no later than October 20, 2009.
- ✦ Arrive at the breakfast at least **thirty minutes** early to greet your guests and to pick up a Table Captain day-of-event packet.
- ✦ Pass out pledge cards and envelopes as instructed during the request of support.
- ✦ Set an example for your guests by enjoying the event and filling out the pledge card during the pitch. Your guests will be looking to you at that moment to see what they are supposed to do.
- ✦ Collect completed pledge cards and envelopes from your guests, and turn them in to the event coordinator before leaving the breakfast.
- ✦ Call your guests within two days to thank them for coming and to get their impressions and feedback. (Do not ask your guests for money.)

Dates to Remember:

October 12th	Invite guests and mail save the date cards
October 20th	Final guest list due
Nov. 3rd and 4th	Confirm attendance with your guests
November 5th	Arrive 30 minutes early to event
November 7th	Follow up with guests to get their feedback.