

## TABLE CAPTAIN RESPONSIBILITIES

### JUDD SONDRAL MEMORIAL

## RISE & SHINE FOR PEACE BREAKFAST

THURSDAY, MAY 4

AT THE ALERUS CENTER

#### **BEFORE THE EVENT:**

1. Invite **9 guests** to join your table, which seats **10 people**. CVIC will provide an invitation to share.
2. Secure your guest list by **Thursday, April 20<sup>th</sup>**.
  - ***This deadline is very important because CVIC is charged a late fee for every registered guest after this date which negatively impacts our fundraising.***
3. CVIC will provide an easy guest reservation process.
4. The day before the event, remind your guests to arrive at the **Alerus Center by 7:10 am on Thursday, May 4.**

#### **DURING THE EVENT:**

1. Arrive at the Alerus Center **30 minutes early (7 a.m.)** to pick up your Table Captain Packet and greet your guests.
2. At the end of the program, you'll be asked to distribute donation information to your guests.
3. Gather completed donation forms and name tags from your guests, and CVIC staff will collect them.
4. Share pictures of you and your guests on social media, tagging @cvicgf

#### **AFTER THE EVENT:**

1. Please call your guests **within two days** following the event to thank them for coming.
2. Share any feedback you receive from your guests with your CVIC contact.

**THANK YOU!!**