



10th Annual
Wake Up
for
Wellness

Thursday, May 23, 2024 from 8:00-9:00 a.m.
Hilton University Charlotte

TABLE CAPTAIN VOLUNTEER JOB DESCRIPTION

1. Fill table of 10 guests for the Breakfast. This usually means you need to confirm 12 guests, so that 10 show up. If all 10 show up, we have a method for making that work! If you prefer, you can request half a table and secure 4-5 guests.
2. Make sure that as many of your guests as possible have attended a Coffee & Conversation (virtual, at MHA or a presentation out in the community) before the date of the Breakfast.
3. Send a PDF invitation via email to each guest after they accept your invitation.
4. Submit final guest list online to MHA (will provide template to ensure consistency), 2 weeks before the Breakfast by May 9th.
5. Arrive at the event at least 45 minutes early (7:15 a.m.) in order to greet your guests and pick up your Table Captain packet.
6. Pass out pledge cards, envelopes and pens as instructed during the “pitch.”
7. Set an example for your guests by enjoying the event and filling out your own pledge card at this time. Guests will be looking to you at that moment to see what they are supposed to do. If you’ve already made your gift for this fiscal year, you can indicate that on your pledge card.
8. Collect completed pledge cards and envelopes from your guests and turn them in to your Table Greeter or an MHA staff member before you leave the event.
9. Call your guests within 2 days to thank them for coming and get their impressions and feedback.