

WESTSIDE HOMELESS PARTNERSHIP

Celebrating 14 Years of Hope Happening

Tips for Table Captains/Sample Script

1. **What does it take to be a good Table Captain?** You do not need to be a great sales person to be a good Table Captain. All you need is passion for Westside Homeless Partnership, a little time to contact potential guests, and some knowledge of the event. We already know you have the passion, and you probably have a little time because you said yes, so now we want to provide more information and some tips to make your job easier.
2. **What to Say (Some suggested wording to use when inviting your guests):** You may want to begin the conversation by explaining your relationship or involvement with Westside Homeless Partnership and give a brief overview of what we do. For example

"Hi Sally, I'm not sure if you know this, but I (currently, use to/ serve on the Board of Directors) (volunteer) for Westside Homeless Partnership of Houston. We help homeless families with children get back on their feet by providing food, shelter and other basic needs.

"On Wednesday, April 2, 2008 Westside Homeless Partnership is holding a fundraising lunch event at The Junior League of Houston Ballroom. I'd like to invite you to join me at my table at this event. This is a free lunch for people to come and learn about Westside and yes, it is a fundraiser too. You will be asked to consider making a contribution but there is no minimum or maximum gift. It is the job of Westside to inspire people to want to give. As much as anything, we want people to come and find out about the exceptional programs Westside offers to individuals struggling with homeless and hand up not a hand out. I would be delighted if you could join me."

3. **How many guests do I invite in order to have a full table?** In order to have a full table of 10 people on the day of the event, we ask that you pre-confirm 14 guests. The more personal the invitation, the better. We advise inviting people in person or by telephone, then confirming by mailing them one of the postcards provided in this packet. Please plan to call them once more about a week before the event to reconfirm yet again.
4. **Once your guest says, "Yes."** Mail them one of our "Save the Date" postcards, and record their name and address on your guest list. Please send your completed guest list to us by March 24, 2008. We are also asking you to place a friendly reminder call to all your guests one week before the event to reconfirm their attendance.
5. **What if this is easier than I thought?** We wouldn't be surprised. Sometimes asking people for support can be intimidating, but we believe that after you get a few confirmed guests, you will have an easier time filling your table.

If you get stuck, need some support, or are having trouble filling your table, please call Catherine at 713-973-8083 or 713-828-2739. We are here to help you!

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