



**MHA's 4th Annual *Wake up for Wellness* Breakfast  
Tuesday, May 8, 2018  
Charlotte Convention Center**

**TABLE CAPTAIN JOB DESCRIPTION**

1. Fill table of eight guests for the Breakfast. This usually means you need to invite 10-12 guests, so that eight show up. If all 12 show up, they may not be seated at your table but we anticipate "no shows."
2. Make sure that as many guests as possible have attended a Coffee & Conversation (at MHA or you can host one in your home if you coordinate with us) before May 8th.
3. Attend a Table Captain training: tentatively opportunities in March.
4. Send a PDF invitation via email to each guest to provide event details.
5. Submit final guest list via Excel spreadsheet to [atowner@mhcentralcarolinas.org](mailto:atowner@mhcentralcarolinas.org), two weeks before the Breakfast by April 24.
6. Arrive at the event at least 45 minutes early (6:45 a.m.) in order to greet your guests and pick up your Table Captain packet.
7. Pass out pledge cards, envelopes and pens as instructed during the "pitch" at the end of the program.
8. 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.
9. 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.
10. Call your guests within two days to thank them for coming and get their impressions and feedback. Share feedback with MHA staff.

With questions, contact Andrea Towner at 704-365-3454 ext. 223.