

2018 TABLE CAPTAIN REGISTRATION

Restoration Housing is in need of Table Captains for the 2018 PreSERVE Luncheon taking place Thursday, September 13, 2018 from 11:30 a.m. to 1:00 p.m. at the historic Jefferson Center's Fitzpatrick Hall. This event is our main fundraiser, providing necessary exposure and funding to support our mission. Table Captains ensure the event is a success by committing to fill a table of eight guests among other responsibilities laid out in the last page of this packet. These responsibilities may also be shared with a Co-Captain. A registration form, guest list, and payment in full for all seats must be completed no later than September 5, 2018.



RESTORATION HOUSING

Yes! I will serve as a Table Captain and commit to filling all 8 seats.

Yes! I will serve as a Table Co-Captain and commit to filling 4 seats. My Table Co-Captain is _____.

TABLE INFORMATION

I will purchase an entire table (8 seats) and invite my guests free of charge. (\$440/8 seats through August 22, 2018; \$520/table August 23 through September 5)

I am a Co-Captain and will purchase half of a table (4 seats) and invite my guests free of charge. (\$220/4 seats through August 22, 2018; \$260/4 seats August 23 through September 5)

I will purchase my own seat with my guests purchasing their seats separately. Additional seats may be purchased with your table registration; however, please note which guest(s) have been paid for on the attached list. (\$55/seat through August 22; \$65/seat August 23 through September 5)

Enclosed is my payment of \$_____. Please make checks payable to 'Restoration Housing'. If payment is by credit card, please provide the following information:

___VISA ___MasterCard ___American Express

Name on card: _____

Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

CONTACT INFORMATION

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

MAIL TO:

Restoration Housing
1116 Main Street, Suite B
Roanoke, Virginia 24015

QUESTIONS:

maribeth@restorationhousing.org or 540.797.0819

CHECKLIST (OFFICE USE ONLY)

- ___ Completed registration form.
- ___ Full payment received.
- ___ All guests registered.
- ___ Thank you letter mailed.

GUEST LIST

Seat #1: Table Captain

Seat #2: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Seat #3: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Seat #4: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

----- Stop here if table is Co-Captained. -----

Seat #5: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Seat #6: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Seat #7: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Seat #8: _____ Paid (Y/N): ____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

TABLE CAPTAIN RESPONSIBILITIES

INVITING GUESTS:

- Fill a table! Each table accommodates 8 guests, including you, the Captain. You may purchase an entire table and invite guests to join you free of charge or purchase your own seat and ask your guests to pay for their seats separately. If you're worried about filling all 8 seats, find a co-captain to help share the responsibility. Invite friends, family, neighbors, colleagues, or whoever else you feel may have an interest in our mission. And remember, the best invitation is a personal one - invite them in person, by telephone, or e-mail. Attached you will find a sample 'ask' letter that you may customize to better match your tone and style.
- Start Early! Don't wait until the last minute. People's calendars fill up quickly. Getting on their schedules early will give you the highest likelihood of successfully filling your table. Even if they don't buy the tickets right away, your potential guests will be aware of the Luncheon and of your desire to have them attend. Remember that most people need more than one reminder!
- For those who are unable to attend but seem interested in our mission, ask if you might share their mailing address and email with Restoration Housing so they can get connected.

REGISTERING YOURSELF & GUESTS:

- Notify Restoration Housing staff of your confirmed guest list by submitting the completed 2018 Table Captain Registration and Guest List forms with payment. All guests will be sent a confirmation email from Restoration Housing with necessary logistical information. Please make sure you provide accurate contact information for all guests including first and last name, email address, mailing address, and phone number. Wednesday, September 5, 2018 is the FINAL deadline for table registration, guest list submission, and payment by you and/or your guests.
- Early bird discounts are available through August 22, 2018 (\$55/seat or \$440/table). Starting August 23, 2018, ticket prices go up \$10 per seat (\$65/seat or \$520/table) with ticket sales ending September 5, 2018.
- While we'll be in touch with your guests prior to the event, it never hurts to remind them personally the week of the Luncheon. Sample email text: "I'm looking forward to seeing you this Thursday at Restoration Housing's 2018 PreSERVE Luncheon. Welcome cocktails begin at 11:30 a.m. with lunch starting at 12:00 p.m. You should have received email confirmation from Restoration Housing along with important logistical information. As Restoration Housing's main fundraising event, I am personally hoping to raise \$XXX at my table in support of their mission. Please bring your giving spirit and let me know if you have any questions. I look forward to seeing you there!"

AT THE EVENT:

- Be an ambassador for Restoration Housing - share a personal story of why you're a supporter and talk about the importance of our mission.
- Pledge cards will be placed at the center of your table. Encourage your guests to make a pledge at the Luncheon or at least take a card home. And set a good example by filling out your own pledge card! Completed pledge cards may be left at the center of the table to be collected by Restoration Housing staff.
- Thank guests for coming as you get ready to depart the Luncheon.

AFTER THE EVENT:

- Contact your guests a few days after the Luncheon to thank them again for attending and get their impressions and feedback on the event.
- Please share you and your guest's thoughts on ways to improve the Luncheon with Restoration Housing staff.

SAMPLE 'ASK' LETTER

Dear _____,

I am serving as a Table Captain for Restoration Housing's 2018 PreSERVE Luncheon – Preserving History, Serving Community taking place Thursday, September 13, 2018 from 11:30 a.m. to 1:00 p.m. at the historic Jefferson Center's Fitzpatrick Hall. I have committed to filling 8 seats and would love to have you join me at my table. It should be a fun event with welcome cocktails and a delicious sit-down meal by Plantation Creations, an array of silent auction items to bid on, and an inspirational speech by local historian and author, Nelson Harris!

Restoration Housing is a wonderful organization making a big difference right here in Roanoke by providing dignified rental housing to limited-income families through the rehabilitation and preservation of neglected architectural resources. [Insert personal reason why Restoration Housing is important to you.] To learn more about Restoration Housing, visit their website at www.restorationhousing.org or Facebook page at www.facebook.com/restorationhousing.

Please let me know if you can attend as soon as possible so that I can register you at my table and you can take advantage of early bird tickets on sale now through August 22, 2018 (<https://restorationhousing.ticketleap.com/preserve/>). [OR: Please let me know if you can attend as soon as possible. I have already purchased your ticket so all you need to do is confirm your attendance!] Once registered, Restoration Housing staff will be in touch with important logistical information.

I hope you will join me in supporting what I believe is an incredibly valuable organization!

Sincerely,
