

2018 Power of Home Breakfast: *Table Captain Guide*



Recruiting Guests: Tables will accommodate 10 people, However, we encourage you to invite more than 10 guests!

- Generally, 10% of guests will be unable to attend at the last minute.
- If someone is unable to attend, but would like to donate, you can bring donations with you to the breakfast, or mail them to:
Mercy Housing Northwest
RE: Power of Home Breakfast 2018
6930 Martin Luther King Jr. Way S., Seattle, WA 98118
- If you are unable to completely fill your table of 10, we kindly ask that you contact Connie Tran **by Oct. 1** at ctran@mercyhousing.org or 206.602.3488, so that we can arrange to fill any open seats at your table.

This is a fundraising breakfast: Please convey to your guests that they will be asked for a gift at the end of our event (suggestion donation: \$150). We hope that each attendee will be inspired to donate after learning about Mercy Housing Northwest's work in making more space for families in need. The event is underwritten by our generous sponsors to ensure that all gifts made at the event directly benefit our Resident Services programs. Mercy Housing is a registered non-profit and all gifts are tax-deductible.

How to Invite Guests: There are a number of ways you can invite guests: face-to-face, over the phone, via email, a mailed invite or even via social media! The easiest way is to share the event website - www.mhnwpowerofhome.org, where guests can register online, choose to be seated with you as their Table Captain, and receive a confirmation email from us! As the event date approaches, please be sure to confirm with your registered guests via a quick phone call/communication. If you need printed invitations for your guests, send an email to ctran@mercyhousing.org with the number of invites you need and we can provide them!

Confirmation: Be sure to **register all of your guests by October 1**, as we will need to send a final count to the hotel caterer. You may register guests via our event website. Please be sure to provide your guest's email so that they receive a reminder prior to the event. We suggest sending a personal reminder to your guests the day before the event.

Day of the Breakfast: **Table Captains should plan to arrive at 7:00 am** and check-in at the Registration table in the foyer. Please greet your guests as they arrive and enjoy the breakfast, starting promptly at 8:00 am!

Post-Breakfast Follow-up: Following the event, Mercy Housing will mail thank you letters that will serve as a donor's tax deductible receipt for any gifts. You may consider placing a call or sending a personal thank you note to your guests for attending the breakfast and supporting Mercy Housing Northwest. Thank you for being an ambassador for MHNW!