

## The Power of Home Annual Breakfast: Table Captain Guide



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

- Typically, 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 send them in with your guest confirmation form.
- If you are unable to completely fill your table of 10, we kindly ask that you contact Connie Tran as soon as possible at [ctran@mercyhousing.org](mailto:ctran@mercyhousing.org) or 206.602.3488, so that we can arrange seating.

**This is a fundraising breakfast:** When inviting guests, please convey that they will be asked for a gift at the close of the event (suggestion donation is \$150). We hope that each attendee will be inspired to donate after learning about Mercy Housing Northwest's work in affordable housing. The event is underwritten by our generous sponsors to ensure that all contributions directly benefit our Resident Services programming. Mercy Housing is a registered non-profit and all gifts are tax-deductible.

**Inviting 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 is to share the event website ([www.mhnpowerofhome.org](http://www.mhnpowerofhome.org)), where guests can register online, choose to be seated with you as their table captain, and receive a confirmation email! As the event date approaches, please be sure to confirm with your registered guests via a quick phone call. If you need more invitations, we are happy to provide them!

**Confirmation: Please confirm your list of guest names via email**

[ctran@mercyhousing.org](mailto:ctran@mercyhousing.org) or mail the list to Mercy Housing by **Friday, September 23<sup>rd</sup>**. This is crucial so we can give a final count to the caterer. If you include an email address for each guest, they will also receive a reminder from Mercy Housing the week of the event. We also recommend that you give your guests a reminder call the day prior to the breakfast!

**Day of the Breakfast:** Table Captains need to arrive at 7:00 am and check-in at the special Table Captain Registration table in the foyer. You will receive your table number and name tag. Please greet your guests as they arrive and enjoy the breakfast, starting promptly at 8:00 am!

**Post-Breakfast Follow-up:** Mercy Housing will mail thank you letters to all attendees following the breakfast; this will serve as the 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!