



TOP 10 TIPS FOR TABLE CAPTAINS

1. Invite nine guests to join you and fill your table of 10.

Consider friends, family, associates and business contacts that may be willing to support IFCS and its goals.

2. Excitement is contagious and helps create momentum!

Let people know your personal connection to IFCS. Why do you support this cause? Your story often means so much to your friends and colleagues.

3. Challenge your best friend or a previous table guest or two to step up to the Captain level and fill their own table!

Contact the development office by calling 303-725-9894 or emailing Todd McPherson at toddm@ifcs.org to have a Table Captain packet sent on your behalf.

4. Be up front about the event being a fundraiser.

Tell your guests that the purpose of this event is to raise both awareness of IFCS' mission and programs and the funds to further those programs.

5. Write personal notes on the invitations that you mail or hand-deliver to your invitees.

Also, add a sentence about Nibbles and Sips to your email signature as a way to remind people that you are often in contact with. We will provide the post cards for you to distribute.

6. Follow-up with people you don't hear back from.

Just because they don't RSVP doesn't mean they are not interested in attending the event. People get busy and forget to RSVP even though they have every intention of attending the event.

7. Confirm your guest list

Review and submit your Table Captain Guest Roster form to IFCS by the deadline.

8. Remind your guests

Two to three days before the event, send a reminder email or phone call to your table guests.

9. Personally thank your guests at the event.

Small tokens of appreciation and thank-you cards set at your guests' place setting before they arrive is a special way to show your gratitude for their support of IFCS.

10. Have Fun!

This is the most important tip of them all – have fun as you are recruiting. Enjoy the fact that you are doing a wonderful thing to alleviate hunger and homelessness in our community.