

# Becoming an Effective Table Captain - Worksheet

Your Name: \_\_\_\_\_

## 1. Understanding Your Role

As a Table Captain, your role is to fill a table (or multiple tables) with guests who are interested in supporting our cause. This means inviting friends, family, colleagues, or anyone else who might be interested in attending the gala. The more people you invite, the more successful our event will be.

## 2. Selling the Seats

List the people you plan to invite to the gala. Think about their interests, their capacity to give, and how they could benefit from attending the event.

1. Example: John Doe - A colleague who's passionate about our cause.
2. Example: Jane Smith - A family friend who has expressed interest in supporting charitable organizations.
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## 3. Preparing Your Invitations

Outline how you plan to invite each person. Will you call them, send them a personal letter, invite them in person, or use another method?

1. Example: John Doe - Invite over coffee.
2. Example: Jane Smith - Send a personalized email.
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

#### 4. Being a Good Table Captain at the Gala

As a Table Captain, your role at the gala is to make sure your guests have a good experience. This could include welcoming them, introducing them to other attendees, explaining the program, and encouraging them to participate in the activities. How do you plan to engage with your guests at the gala?

1. Example: Welcome guests personally.
2. Example: Introduce guests to board members and key staff.
3. Example: Explain the purpose and schedule of the gala.
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Remember, being a Table Captain means you're not only a host but also an ambassador for our organization. The more enthusiastic and knowledgeable you are about our cause, the more likely your guests are to enjoy the gala and consider supporting our work.

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