



## 2010 YOUTHlaunch SCHOLARSHIP LUNCHEON TABLE CAPTAIN INFORMATION

Thank you for your interest in serving as a Table Captain for the 2010 YouthLaunch Scholarship Luncheon. Table Captains are the cornerstone of a successful event, helping us meet our fundraising goals and helping our guests connect with our mission. The responsibilities of a Table Captain are simple, and a step by step guide follows.

**Step 1: Select a minimum requested contribution level for your table.** Tables seat ten people and you will select a table of either a \$500, \$1,000, or \$1,500 minimum requested contribution, meaning that you will be asking your guests to contribute a minimum of \$50, \$100, or \$150 each, depending on which level table you have chosen to captain.

**Step 2: Invite potential guests.** Once you turn in your Table Captain Pledge Form, YouthLaunch will send you invitations to the event. You will commit to bringing nine guests, plus yourself, to the event. Don't forget to share with your invitees your own personal reasons for supporting YouthLaunch and this particular event. Tell them why you care about youth empowerment.

**Step 3: Communicate expectations.** The Luncheon is a fundraiser for YouthLaunch and your guests will be asked to make a contribution during the event. We don't want anyone to feel uncomfortable or surprised, so be sure to tell your guests that, while they will not be charged for their meal, you will be expecting them to each make a contribution of at least the minimum requested contribution for your table

**Step 4: Return your Confirmed Guest List to YouthLaunch no later than June 4, 2010.** Your final list should have nine names and complete contact information, in addition to yourself. If you have not been able to fill your table at this time, YouthLaunch may assign additional guests to sit at your table.

**Step 5: Remind your guests!** Please continue to remind your guests about the event up until the date of the luncheon. Be sure they know that you are counting on them showing up.

**Step 6: Facilitate the "ask."** On the day of the Luncheon, you will pick up a large envelope with your name on it. Inside the envelope will be donation forms and small envelopes for each of your guests, as well as pens. During the program, there will be a request for contributions. You will be prompted to hand out the forms and envelopes to each guest. Please remind guests of the minimum requested contribution amount for your table, and encourage them to give beyond this if possible. Then, collect the envelopes, place them back inside the large envelope and return them to a YouthLaunch staff member so your guests can be entered into a drawing for prizes.

**Step 7: Say Thank You!** Be sure you personally thank each of your guests for their attendance and contribution. We hope to continually improve this event, so be sure to pass along any comments or suggestions you or your guests may have.