

2010 TAF Leadership Breakfast
Table Captain Guide

Wednesday, March 10th at the Seattle Sheraton

7:30 – 9am

Doors open 7:00 a.m.

Thank you for agreeing to host a table. We have set an ambitious goal – fill the room and raise \$150,000!

We ask that as a Table Captain:

1. You fill your table (total of 10, including yourself)
2. Remind your guests the weekend prior to the event
3. Serve as the host at your table
4. Distribute and collect the breakfast remit envelopes

The tables will accommodate ten guests, but we suggest you invite more than ten guests. Our experience shows that about 10-15% of the invited guests will be unable to attend at the last minute; an overflow of guests is easy to accommodate. *If you are unable to completely fill your table, please let us know as soon as possible.* If someone can't attend, but would like to donate, you may bring those checks with you, or direct them on TAF's website where they can make a gift on-line through a secure process. **We have a Breakfast banner on the homepage of our website.**

- ✓ **This is TAF's only annual fundraising event.** Our hope is that you will invite guests who will be inspired by TAF's success with youth and decide to join our work with their financial support; suggested minimum donation of \$150. All gifts go directly to support TAF's educational programs and are tax-deductible.
- ✓ **Registering Guests:** It is very important that you register your guests on-line by **Wednesday, March 3.**
- ✓ • **Register guests online at: <http://breakfast.techaccess.org>**
Instructions on Page 3
 - ▶ As you begin to fill your table, **please register your guests at least weekly, so we have an up-to-date count.** Please be sure to **submit the name, address, phone number, and email address for all of your guests.**
 - ▶ We *prefer* that you register your guests online(detailed instructions follow), but you are free to submit your guest list to **Lee Benner** at leeb@techaccess.org

- ✓ We will keep you updated and post weekly progress reports on the number of guests registered on TAF's Table Captain Website <http://breakfast.techaccess.org>.

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Table Captain Guide

Day of the Breakfast: Doors open at 7:00am

- ✓ **Arrive Early**
 - Please arrive by 7:00am so that you are able to greet your guests, either in the lobby or at your table. You will act as the host of your table, making guests feel welcome and sharing with them your enthusiasm for TAF.
- ✓ **Collect Pledge Cards**
 - Towards the end of the program, a speaker will ask guests to complete their pledge cards. Your role as Table Captain is to pass the large envelope (provided) around the table for attendees to insert their pledge cards and/or checks. We prefer to receive all pledges and payments at the event rather than later. You can remind guests that they can pay in monthly installments.
- ✓ **Return Pledge Envelope to the Registration Table**
 - When the breakfast concludes, bring your Table Captain envelope to one of the TAF staff at the registration table outside the ballroom.
- ✓ **Thank-you Calls**
 - After the event, we would appreciate it if you would call and thank your guests for attending. TAF will mail a thank-you postcard the afternoon of the Leadership Breakfast to all attendees.
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Timeline & Deadlines

Wednesday, March 3	All guests either registered on-line or sent to lee@techaccess.org
Friday, March 5	Deadline to any last minute guests or changes
Fri-Sun, March 5-6	Make reminder calls to your guests
Wednesday, March 10	7 a.m. arrival at the Seattle Sheraton

Contact:

Lee Benner
Development Officer
206-725-9095 x21

leeb@techaccess.org

Online Registration Instructions

These instructions will help you register your guests in our online database.

Step 1. Enter site: **<http://breakfast.techaccess.org>**

Step 2. From the menu at the top, select Table Captain Area.

This is the Table Captain home page.

Step 3. Enter your Table Name.

a. You will see a screen "Table Name"

b. Enter your **first name and last initial**: Upper case for 1st initial of 1st name and upper case for initial of last name; no space

example: JohnD

Step 4. Click Login.

a. You will see a drop-down menu with the instruction to "Select your table".

Step 5. Click on the drop-down menu and click on your table.

Step 6. Click the New Attendee button at the bottom of the form and enter as much information as possible regarding your guest.

Step 7. Click Save once you have entered the information.

Step 8. **Repeat steps 6 & 7 to continue entering new attendees.**

- ▶ You must click New Attendee before each entry.
- ▶ You must include the "-dash mark for guests' phone number

example: 206-725-9095

If you have any difficulty, please contact:

Lee Benner 206-725-9095 x21

leeb@techaccess.org

Wednesday, March 3

**All guests either registered on-line or sent to
leeb@techaccess.org**