JANUARY
2023

TABLE CAPTAIN ACTIVITY CALENDAR

ACCESS FULL TOOLKIT HERE:
techaccess.org/tablecaptains

MAIN OBJECTIVES

- Familiarize yourself with the Table Captain Toolkit

- Compile your guest list

- Send out initial invites

Questions? Reach out to
luncheon@techaccess.org

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 **REGISTRATION OPEN**	5 **REVIEW TOOLKIT**	6	7
8	9	10	11	12	13	14
15	16 **INVITE GUESTS**	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **CREATE FUNDRAISER** (OPTIONAL)	31				

FEBRUARY

2023

MAIN OBJECTIVES

- Follow up with invited guests to register

- Share event out on social media

Questions? Reach out to
luncheon@techaccess.org

SUN	MON	TUE	WED	THU	FRI	SAT
			1 FIRST FOLLOW UP	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 SECOND FOLLOW UP	23	24	25
26	27	28				

MARCH

2023

MAIN OBJECTIVES

- Finalize guest list, utilizing the guest tracker tool if needed

- Facilitate the donation experience and advocate for TAF at event

- Follow up with guests and invitees to encourage donation

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SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 **COMPLETE GUEST TRACKER** (OPTIONAL)	9	10	11
12	13	14 **REGISTRATION CLOSED**	15 **TAF VARSITY LUNCHEON!**	16 **FOLLOW UP WITH GUESTS**	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	