



## Table Captain \* Day Of \* Responsibilities

### Before the program (11:00 – 11:45 am)

- Arrive by 10:45 if possible.
- Check in at Table Captain Registration to receive your nametag and table captain package.
- Hold on to the table captain package.
- Find your table. Each nametag has the table number printed on it.
- Welcome your guests and all the guests who may be seated at your table. Introduce guests.
- Help your guests log into the provided WIFI network** with their phones: **Network: PEPS; Password: happybirthday.** We need everyone logged in for the giving portion.
- Enjoy the Social Hour! Take a picture with your guests – perhaps post it on social media with a link to join you in making a gift. Have a coffee and a mimosa. Visit the sponsor area and have fun!
- Help make sure guests are seated by 11:45.

### During the Luncheon Program (11:45 am – 1:00 pm)

- Make sure, again, your guests have logged into the WIFI Network: PEPS, password: happybirthday.**
- Enjoy the program! If you need anything, please flag the servers.
- During the giving portion of the event, we will display a QR code on screen (a copy of this QR code will be in your table captain packet), that will allow guests to access a tool called ‘mentimeter.’ Make sure your guests can use the QR code (with their phone). **This link is NOT a donation link. It’s purely a ‘voting’ mechanism** where guests are asked to indicate their giving level anonymously.
- When asked by our event emcee (about 12:30 pm), and only then, please pass out the giving cards** in your table captain packets to your guests. **IMPORTANT: Please give the Sustainer Circle Members seated at your table their personalized envelope with their name including their special giving card.**
- IMPORTANT:** Ask your guests to **include your name** on the giving card under ‘Table Captain.’
- Ask your guests to make their gift via the QR code on the giving card online right then and there, or to include their check or other payment information in the giving card.  
**IMPORTANT:** All guests need to fill out a giving card, even if they make their gift via the QR code and give it to you.
- Employer Gift Matching:** Remind guests to see if their employer (or their spouse’s!) matches gifts made by employees. They can do this online after the event.
- Collect Giving Cards:** Send the envelope around the table to gather ALL completed giving cards (**including the Sustainer Circle Members’**), with checks, other payment information.
- Close the envelope, hold on to it, and wait at your table.** A staff person will pick it up when the program ends.
- Regrets Gifts:** The enclosed envelopes and sticky notes can be used to send a giving card to the guests at your table that could not come at the last minute. Please write an ‘I missed you note’ encouraging them to support PEPS and either take it and mail it on your own or put it back into the table captain package so that PEPS can mail it for you.

**Please do NOT leave the table until the envelope has been picked up;  
Do NOT walk away with the envelope.**

### After the event

- Personally thank your guests for supporting parents and families through PEPS!
- Encourage all those you invited, but were unable to attend, to make a gift of support in lieu of attending.
- Share your feedback and ideas for improvement – watch for the survey in your email.