

## Table Captain Guide

THINGS TO DO		√
1/4/2012	Brainstorm a list of 20 individuals for my "guest pool".	<input type="checkbox"/>
1/6/2012	Send/email an invitation letter to each individual on my guest list.	<input type="checkbox"/>
1/25/2012	Follow up with a personal phone call to each individual to discuss the event, a \$150 contribution and confirm his/her involvement. Send a quick note/email to each guest.	<input type="checkbox"/>
2/2/2012	Touch base with each guest to gather all necessary contact information for the guest list.	<input type="checkbox"/>
2/23/2012	Contact each guest to ensure attendance and provide information (directions, instructions, etc.)	<input type="checkbox"/>
3/1/2012	<b>Complete the electronic guest list form and submit to YWCA by end of day via email to: <a href="mailto:deniceg@ywcahartford.org">deniceg@ywcahartford.org</a>.</b>	<input type="checkbox"/>
3/13/2012	Touch base with each guest as a final reminder/confirmation for 3/20/12. (1 week left!)	<input type="checkbox"/>
3/16/2012	Make any necessary substitutions to the original guest list as a result of last minute cancellations. Notify YWCA office of such changes ASAP.	<input type="checkbox"/>
3/20/2012	<b><i>In the Company of Women</i> - Remember to bring checkbook/credit card and company match form to event!</b>	<input type="checkbox"/>
3/23/2012	Send a personal thank you to each guest who joined me at my table.	<input type="checkbox"/>
3/27/2012	Follow up and collect \$150 contribution from any guests who were unable to attend the event.	<input type="checkbox"/>

### Table Captain Toolbox

Please visit [Table Captain Toolbox](#)

([http://www.ywcahartford.org/luncheon\\_captain.php](http://www.ywcahartford.org/luncheon_captain.php))

to find the communication tools you need for a  
successful and fun Table Captain experience.