



ALLENTOWN RESCUE MISSION THIRD ANNUAL

Gala Celebrating Lives Changed
DINNER | SILENT & LIVE AUCTION

Allentown Rescue Mission 2018 Gala

TABLE CAPTAIN JOB DESCRIPTIONS

- Fill table of 8 for the Gala. Make your invite personal by making it in person or by phone. Help us spread the word and share the news of the mission to a “packed house”.
- Submit a list of your guests to the Allentown Rescue Mission by February 1st so that a formal invitation can be sent.
- Submit final guest list online to the Allentown Rescue Mission by April 14th.
- Arrive at the event 30 minutes early in order to greet your guests and review your Table Captain packet.
- During the auction or when someone is speaking try to politely keep the table conversations to a minimum.
- Pass out pledge cards, envelopes and pens as instructed during the appeal.
- Set an example for your guests by enjoying the event and filling out your own pledge card at this time. Guests will be looking to you at that moment to see what they are supposed to do.
- Collect completed pledge cards and envelopes from your guests and turn them in to your Table Greeter or an Advancement staff member before you leave the event.
- Call your guests within 2 days to thank them for coming and get their impressions and feedback.