



**ALLENTOWN RESCUE MISSION
THIRD ANNUAL**

Gala Celebrating Lives Changed

DINNER | SILENT & LIVE AUCTION

**Allentown Rescue Mission
2018 Gala**

TABLE CAPTAIN JOB DESCRIPTION and FAQ

Before the event:

- 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 us by Thursday, **February 15th** and we will mail an invitation for you. Invitations will be mailed Friday February 16th; or we can supply you with invitations per your request.
- Submit final guest list to Deirdre by **April 14th** via email dfederico@armpa.org

During the event:

- 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.

After the event:

- Call your guests within 2 days to thank them for coming and get their impressions and feedback.
- Communicate the feedback you received with us.

Thank you for all that you do and for supporting the Allentown Rescue Mission!

*Please contact Development Manager, Hal Warner, for more information
hwarner@armpa.org or 610-740-5500 x323*

TABLE CAPTAIN FAQ

What is a Table Captain?

Table Captains play an integral role to ensure the Allentown Rescue Mission Gala is a success. Becoming a Table Captain is an excellent way to make your dinner experience more meaningful: You take a special role in promoting the event, and have an opportunity to make your own table of eight extra special by inviting friends, family and colleagues to purchase tickets to join you. By stepping up as a Table Captain, you only commit to trying your best to fill a table, with no financial obligation to do so.

How do I sign up to become a Table Captain?

You can become a Table Captain by [reserving your seats](#) online through our website, or by submitting your registration form. Select “Yes, I want to be a Table Captain” during the registration process. Or you can email Hal at hwarner@armpa.org to let us know. Individual reservations are \$125.00 per seat.

Who can be a Table Captain?

Any individual, couple, business or charity group can become a Table Captain, and every Table Captain will receive special recognition in the Dinner Program Book.

What Is The Suggested Process To Organize A Table?

Filling your table is as simple as extending the invitation. We all love to be invited to events, and your friends will thank you for thinking of them. Invite friends, family, neighbors, colleagues, or whomever else you feel may have an interest in supporting the efforts of the Allentown Rescue Mission. The best invitation for your guests is a personal one. Invite them in person, by telephone, or e-mail. Being clear about the date, cost, method to buy tickets, and perhaps most importantly, let them know why you are passionate about the Mission.

Important dates to note:

- February 15th - final date to submit your guest information to the Mission, and we will mail a formal invitation for you. We can also supply you with invitations for you to hand out.
- April 14th is the final date for you to submit your guest information to us.

Do I have to fill the Table?

Most Table Captains ask their invited friends and family to purchase their own tickets, which attracts new and returning attendees to engage in the Allentown Rescue Mission efforts for the ensuing year. You are not financially responsible for the entire table.

Can I Sponsor a full table and fill the seats with my guests?

Yes! The cost to sponsor a full table of 8 seats is \$1,000.00. This would cover the reservation cost for yourself and 7 guests.