



THE AUBURN FOOD BANK HARVEST BREAKFAST

Tips for Table Captains

1. What does it take to be a Table Captain?

All it takes is your desire to support **The Auburn Food Bank's** mission of providing food, referrals and financial assistance to families & individuals who are struggling. Taking a little time to invite guests and providing them with information about the event. We thank you for agreeing to share your valuable time with us. The following information will give you all the knowledge you need about the breakfast event.

2. What should I say when I'm inviting my guests?

You may want to begin the conversation by giving a brief overview of what we do:

"The Auburn Food Bank provides emergency food, referrals, and financial assistance to those in the Auburn School District. Currently the number of clients is increasing each month and they are seeing over 150 each day.....many of these are our friends and neighbors and we don't even know it!"

*"On Friday, November 1, at 7:00 a.m., **The Auburn Food Bank** is hosting their annual benefit breakfast. I'd like to invite you to join me at my table for this event. This breakfast is a free for people to come and learn more about **The Auburn Food Bank!** Yes, it is a fundraiser, too. You will be asked to consider making a contribution, but there is no minimum and no maximum gift requested. We want people to come and find out about the great programs offered and those who are served by this valuable organization."*

3. Once your guest says "Yes".

Mail / or email them one of the "invitations" included in this email and record their contact information on your guest list. **Please send your completed guest list to us before Wednesday, October 26.** We are also asking you to place a reminder telephone call to all of your guests a few days before the event to reconfirm their attendance. If there are any changes – please let us know as soon as you can!

4. What if this is easier than I thought?

We certainly wouldn't be surprised. If you find an attendee you feel would be interested in hosting their own table or if you would like to serve as a Table Captain for more than one table, we would be happy to accommodate you. However, if you do find yourself in a bind or if you need advice or some additional support – please call our office at any time (253) 833-8925. (or email: debbiec@theauburnfoodbank.org)

Frequently Asked Questions

Q: What if I am asked a question about *The Auburn Food Bank* (TAFB) and I don't know the answer?

A: You will find some information in this packet about **TAFB** and the programs and services we provide. If your guest has additional questions, please have them contact us at (253) 833-8925. We would be happy to assist them and find them the information they need. You can also log on to our website at www.theauburnfoodbank.org for more information about the organization and what we are doing for the people we serve..

Q: When should I start inviting my guests?

A: **Starting now would be great!** The earlier you can get this event on the calendars of your guests, the better.

Q: What if most of the people I want to invite work during the time of the breakfast?

A: We know how valuable your time is, as well as the time of your guests. Many employers will allow some flexibility for employees to arrive a little late to work considering the good cause they are supporting. We plan to stick closely to our agenda, which will enable guests to be in their cars and on their way to work at 8:30 a.m.

Q: What if more than 8 of my guests attend?

A: We will do our best to seat your additional guests at a table near you or if you have enough for TWO tables – we will set a second table right next to your first table!

Q: Where is the breakfast?

A: It is at Grace Community Church, 1320 Auburn Way South, Auburn, WA 98002.

Q: When is the breakfast?

A: Friday, November 4. Registration and breakfast start at 6:30 a.m. and the program will run from 7:00 a.m. to 8:30 a.m.

Q: What makes this event unique?

A: Our breakfast event is unique for several reasons:

- (1) There is no cost to attend and no minimum or maximum contribution required. Attendees are just asked to come with a giving spirit.
- (2) There are no traditional invitations being sent; we are relying on the personal touch of each Table Captain to invite their guests over the phone or in person.
- (3) We are not asking for a lot of time and we promise that our hour will be inspirational, educational, and most definitely enjoyable. We guarantee that when people discover what we are doing for their neighbors, they will be proud to be acquainted with us.

Timeline for Table Captains

(Please mark your calendar!)

Today

- Begin inviting your table guests. Please let the office know when your table is full or if you have recruited enough people for more than one table.

Wednesday, October 26

- Mail / Email -- your table captain roster to **The Auburn Food Bank, PO Box 464, Auburn, WA 98071** debbiec@theauburnfoodbank.org
- Follow up with any people who have yet to respond to your invitation
- Begin to email additional names to debbiec@theauburnfoodbank.org
- Start calling your guests to remind them of the event & to ensure they are still coming.
- *Email any changes for your table to Debbie – **Last day to make changes is Monday, October 31.***

Friday, November 4 – *The Auburn Food Bank Harvest Breakfast*

6:30 a.m. Table captains arrive and find your table

Your table captain packet will be on your table and will include: donation envelopes

Check the seating chart, & head inside to find your table and greet your guests as they arrive.

6:30 a.m. Breakfast buffet open!

8:20 a.m. Breakfast ends.

Table Captains, please collect the donations ...finding a Staff or Board member standing at the door collecting these!

AND – THANK YOU for all you've done to make this event successful!

Debbie Christian • **The Auburn Food Bank**
P.O. Box 464, Auburn, WA 98071-0464

Phone: 253-833-8925 • Email: debbiec@theauburnfoodbank.org