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friendsoftheorphans.org

What are the Table Captain Responsibilities?

- Invite guests to fill a table of 10 (of course, you can always fill more than one table if you'd like). We advise inviting people in person or by telephone. Invite people who you know could make a difference in the lives of the children of NPH: Family, Friends, Co-workers, Parents, Educators, Professionals, Vendors, Civic or Service Associates, Medical Providers...
- Tell your guests why you like Friends of the Orphans and Nuestros Pequeños Hermanos, as well as what they can expect at the event. We will tell them about our mission. It is a fundraiser so there will be an "ask" for donations, but no obligation to give. Please make this clear when inviting your guests.
- Once you have confirmed guests, please forward their names and contact information to us. They will then be added to the master list of attendees.
- Call or email your guests a week before the event to remind them of their commitment to attend. If a guest cancels, invite a new guest and let us know ahead of time who they are so that we can be prepared for their arrival.
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- Come to the Faces of Hope event and ENJOY!
- Follow up with your guests after the event and thank them for coming with thank you notes.

Table Captain Frequently Asked Questions:

What does it take to be a Table Captain?

You do not need to be a great sales person to be a great Table Captain. All you need is a passion for our cause, a little time to contact potential guests, and some knowledge of the event.

When should I start inviting my guests?

Start now. It is a good lead-time for an event such as this, so please try to invite friends and colleagues now.

What do I do once my guest says yes?

Tell your guest that you will pass along their contact information to our office so that we can keep a master list of attendees. Also, we ask that you to place a friendly reminder call to your guests 1-3 days before the event to remind them of their commitment to attend.

What if I get more than ten people to attend?

WONDERFUL! We will do our best to seat your additional guests at a table near you. Either way, the event is going to be so enjoyable they'll have a good time wherever they sit.

How do I become a Table Captain?

Simply contact Kate Huff, Special Events Manager, at khuff@friendsus.org or 312.386.7468.