



The Arc Pikes Peak Region Building for Change Table Captain Information Packet

Thank you for your commitment to The Arc Pikes Peak Region Building for Change Campaign. This information packet is designed to help communicate our expectations for Table Captains and anticipate questions you may have. If you have additional questions or comments, please call us at 719-471-4800.

Table Captain Duties

1. You have committed to fill a table with at least nine, but no more than ten people total. You may need to invite more than ten people in order to get ten commitments. Start immediately with a goal to complete your list as soon as possible. We will provide you with official invitations, but we encourage you to invite guests using whatever method you see fit, whether it is through social media, email, or by using our invitations. You know your friends best.
2. There are no “bad” seats, but some are closer to the podium than others. Tables are assigned when we receive your completed guest list, starting from the front of the banquet room. Tell your friends and coworkers that the sooner you get your table list turned in, the better the seats will be. If more than ten people accept your invitation, we will accommodate them.
3. As a Table Captain, you will be extending an invitation to your guest. When issuing an invitation, consider whether that person will be able to offer financial, social, or volunteer support for our organization. We are not charging admission to this banquet, but we want to be clear about our goal. This event is a big part of our fundraising effort, and our desire is that each person in attendance can commit to social and financial support, however large or small that may be.
4. Please do not allow any empty chairs at your table. Make sure you get firm commitments from at least nine people. Follow up with your guest several days before the luncheon to make sure they will be there. Obviously, we cannot call 500 people to confirm attendance, which is why we ask you to do this.
5. Plan to arrive by 11:15 a.m. so that you are at your table when your guests enter by 11:30. We want you to welcome your guests and distribute guest packets to them.
6. After the luncheon, gather each donation/pledge envelope and place them in your Table Captain envelope. Take the Table Captain envelope to the podium where an employee of The Arc Pikes Peak Region will be waiting.
7. As a Table Captain, you are the ambassador of the Building for Change Campaign to your guests. We trust that you will be upbeat, cheerful, gracious, and supportive of our endeavors in supporting individuals with intellectual and developmental disabilities. During group discussion, we ask that you respect the work that we do by refraining from using the “R” word and by using person-first language (i.e., put the person first. Say “person with a disability,” rather than “disabled person”).

Frequently Asked Questions

Q: Who can be a Table Captain?

A: Any person or business committed to filling a table with 9-10 guests who are willing and able to support The Arc Pikes Peak Region.

Q: Do I have to be a Sponsor to host a table?

A: No, some Table Captains are also Luncheon Sponsors, but this is not required.

Q: As a Table Captain, who should I invite?

A: Friends, family, or coworkers who may be willing and able to support our organization through community collaboration, spreading awareness, and/or financial contribution.

Q: How can I get a table close to the speakers' podium?

A: Fill your table and fax, email, or deliver your guest list to our office as soon as possible. Tables are assigned in the order they are received.

Q: Are my guests expected to make a financial contribution to The Arc Pikes Peak Region?

A: Yes, we are depending on these donations to fund our Building for Change Campaign. Even small donations of only \$10 will help us get closer to our goal.

Q: Don't the sponsors cover the cost?

A: While the sponsors may help cover the cost of putting on this free luncheon, we also need guest contributions to fund our Building for Change Campaign.

Q: Besides inviting guests, do Table Captains have additional responsibilities?

A: Yes. A table is reserved when you commit to hosting it, but is not assigned until we receive your completed guest list at our office. You are responsible for your guests' attendance. On the day of the banquet, arrive early to welcome them and encourage discussion surrounding our nonprofit's goals and vision for the future.

If you are not already hosting a table, call 719-471-4800 now to reserve one!

Building for Change...

A future campus to promote and protect the human rights of individuals with intellectual and developmental disabilities.



Official RSVP Form

Mark all boxes that apply.

It is possible to participate in both Table Captain and Luncheon Sponsor opportunities!

Please return this form by Friday, September 22, 2017.

Table Captain:

We/I commit to filling a table of at least nine, but not more than ten guests. I have filled _____ seats, including my own.

Luncheon Sponsor:

We/I, or my business, will serve as a Luncheon Sponsor. (Mark the appropriate Sponsor Category below) Sponsors will be listed in the program. Business may consider using a portion of their advertising budget.

Sponsor Categories:

- Community Membership Level: \$250
(Receive two memberships with The Arc, includes discounts at thrift stores and news on all our events.)
- Dreamer Level: \$500
- Achiever Level: \$750
- Believer Level: \$1,000
- Visionary Level: \$2,500
- Corporate Level: \$5,000

List me/us/my business in the program as: _____

Reservation Name

Name:

Work Number:

Mobile Number:

Email Address: