



Let him that would move the world, first move himself

Socrates

The Great Educators' Circle Lunch

Table Captain Duties and Responsibilities

Table Captain Job Description

- Invite 7-9 guests to join you at the Great Educators' Lunch on September 14, 2010 at the Salem Conference Center
- Notify SKEF with names and contact information for each guest at your table
- Educate guests on the lunch format and the donation goal of \$3,000 per table
- Make a follow-up contact with guest on two separate occasions reminding them of the lunch, via card, telephone or email. Reconfirm attendance and notify SKEF of any changes
- Attend lunch and act as host/hostess of the table
- Distribute donation materials during the lunch, when cued by the emcee

It will be important to model what you wish your guests to do, and to also allow a few minutes of quiet time so guests can fill out materials and write checks.

- Collect all donation envelopes and submit to GEC table at end of event
- Send thank you notes to your guests

Table Captain Timeline

Task	By When
Table Captains Confirmed	June 15
Save the Date Cards mailed to mailing list	On or before July 20
Invite 7-9 lunch guests to be at your table	August 1
Contact SKEF with guests names	August 15
Send follow up reminder cards or emails to guests SKEF will provide cards for guests	During week of August 16
Deadline for Names to SKEF	September 1
Make reminder calls to guests	During week of September 7
Attend Table Captain Appreciation	Thursday Sept 9
Attend GEC Lunch	September 14 @ Salem Conference Center