

Welcome Table Captain

Thank you for agreeing to serve as a Table Captain for the Evening of Hope fundraiser. You are essential to a successful event. It has been proven over and over again that the majority of guests attend fundraising events because they have been personally invited to come by a friend, family member, or colleague who is serving as a Table Captain.

Our goal for the number of tables we want to have this year is ambitious. For 2022 our goal is to fill the event space with 30 tables of guests!

Table hosts have simple responsibilities:

- invite and confirm the attendance of 8 people, including you
- provide a list of these guests to us by Thursday, April 28th, 2022.

There are no costs to attend An Evening of Hope. The cost of the evening has been graciously underwritten by generous sponsors.

If you have any questions or concerns, please don't hesitate to contact us at info@hopewalks.org.

Thank you for your commitment to Hope Walks and bringing freedom from clubfoot to kids in Africa & Latin America!

Distribute confirmations and have a final count by Thursday, April 28th.

Please invite your guests in person or by telephone. We provide a suggested Confirmation Letter later in this document. Be sure to include a handwritten note if possible, so your invitees know that the invitation is from YOU.

Invite potential guests

Each table seats 8 people. We recommend that you invite more than enough people to fill your table, as many will not be able to attend. It is considered best practice to begin with phone calls. Then email or mail a confirmation letter with a personal note to affirm their commitment and follow up the week before the event with a phone call/text to ensure attendance.

Overflow guests (more than 8 per table) are welcome. Please let us know in advance so we can have seats for everyone!

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details continued

Make it compelling

You are the reason your guests will come. Tell them why you care about seeing 25,000 kids find FREEDOM FROM CLUBFOOT by 2025.

VERY IMPORANT - Communicate expectations

This is a fundraiser with the expectation to raise money for Hope Walks. It is always best for you and your guests to understand the expectations in advance. Please communicate whatever expectation you believe is appropriate for your guests. Reach out if you need help or guidance with this piece. It is important to our success.

April 28th, 2022, is the deadline for turning in your confirmed guest info

- Please confirm each guest and their attendance – prior to confirming with us.
- Keep your communication direct and personal so your guests will know you are expecting them to attend An Evening of Hope on May 12.
- Please provide THOROUGH and COMPLETE contact information for your guests.
This really is the biggest way you can help as we will have a large number of attendees that will expect to be communicated with effectively.
- Add guests to your table through our signup website at www.hopewalks.org/eveningofhope/table-captain/.

**ALL CONTRIBUTIONS ARE 100% TAX DEDUCTIBLE AND
ALL DONORS WILL RECEIVE AN ACKNOWLEDGMENT
FROM HOPE WALKS**

key dates

the invite

APRIL

THURSDAY, APRIL 28

Guest lists due. Please register your guests at www.hopewalks.org/eveningofhope/table-captain/, OR

complete the attached sheet and send to info@hopewalks.org

- Be sure to double-check spelling and provide as many emails as possible so that we can send confirmation emails to guests.
- After you have registered, you or your guests can email any changes to info@hopewalks.org

MAY

APRIL 19 - MAY 5

Personal reminder calls to your guests

MONDAY, MAY 4

Email reminder sent to guests from Hope Walks

THURSDAY, MAY 12

An Evening of Hope

FRIDAY, MAY 13

Send a thank-you email to all your guests.
Better yet-make a phone call!

A very personal invitation from you is the best way to ask guests to attend An Evening of Hope. Think creatively about whom to invite and then make a phone call, send an email, or invite them over for coffee – use the best method for you and the guest you are inviting.

Share your passion!

Tell your invitees why you have chosen to support Hope Walks. Have you volunteered? Given financially? Attended a previous event? Know a friend or family member with clubfoot? Share these stories with your friends, colleagues, and family members.

sample letter/email

I am honored to be hosting a table at Hope Walks Evening of Hope. I would love for you to join me.

By 2025, Hope Walks is committed to treating 25,000 kids with clubfoot, a very treatable birth defect when treated early.

The free event is Thursday, May 12 at Strock's Barn in Mechanicsburg, PA. Doors will open at 6:00 pm, dinner will start at 6:30 pm and the program will begin promptly at 7:30 pm and conclude at 8:30 pm.

There will be an opportunity to make a donation with the organization, so I encourage you to be prepared to consider what level of support you can provide to help kids with this treatable disability walk free from clubfoot and have hope for a future of possibilities.

I sincerely hope you can join me to celebrate and support these efforts.

Warmly,
[Your name]

sample questions

Is there a cost to attend?

An Evening of Hope is one of Hope Walks' largest fundraisers. We call on Table Captains to invite their guests to make a contribution when attending the event - either a one-time gift or a commitment to become a monthly donor at \$30 a month.

Where does the money go?

Because of your support, Hope Walks frees children, families and communities from the burden of clubfoot.

As the largest Christian provider of clubfoot care, we endeavor to take the same approach Jesus did: showing love by serving well and sharing the gospel through what we say and do.

We pair quality clubfoot treatment with compassionate care from clubfoot clinic parent advisors while empowering local healthcare workers and educating parents and caregivers.

Every dollar raised during An Evening of Hope goes toward treating more kids with clubfoot.

sample follow - up

Your invites have all said YES! Now help them get it on their calendar by sending a meeting request. through Outlook, Google Calendar or Hotmai.

sample email attendee confirmation

Subject: Hope Walks Evening of Hope Banquet

When: Thursday, May 12, 2022

6:00 pm, doors open

6:30 pm, dinner begins

7:30 pm, program begins

8:30 pm, program concludes

Where: Strock Enterprises - 729 Williams Grove Rd,
Mechanicsburg, PA 17055

Thank you so much for joining me for An Evening of Hope!

Be on the lookout for additional information coming to your inbox soon, and I'll see you on Thursday, May 12!

Warmly,
[Your name]

sample thank you email

Dear [Guest's name],

Thank you so much for joining me at yesterday's Hope Walks Evening of Hope Banquet! I hope you found the event both inspiring and uplifting.

Thanks to you, we raised \$_____ to support the treatment of kids with clubfoot in Latin America & Africa.

Warmly,
[Your name]

guest tracking

Complete the form below and send it back to Hope Walks at
info@hopewalks.org or complete your guest registration at
www.hopewalks.org/eveningofhope/table-captain/

Table Captain: _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 1 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 2 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest3 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 4 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 5 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 6 _____

Address/City/State/Zip: _____

Phone _____ Email: _____

Guest 7 _____

Address/City/State/Zip: _____

Phone _____ Email: _____