



## **dLCV Foundation Table Host Job Description**

### **What does a Table Host do?**

- Help us make new friends...
- Identify people who might want to give to the dLCV foundation...financially or as a volunteer.
- Invite guests, remind them of time and place, follow-up with them afterwards and thank them for coming.
- Build a table of 10 people or a half table of 5 people.
- Attend the social and facilitate the collection of pledge or contribution envelopes at your table.
- Attend social and look after your guests, help them find the table, seat

### **Who should you invite?**

- Friends, co-workers, church members, civic leaders, employers
- People who can make a generous gift or are likely to give.

### **How should they be invited?**

- Phone call or Person to person is always best, but it may depend on your relationship with the person. You know your friends best. As you talk with them share your enthusiasm for dLCV and why you believe in it.
- E-mail
- Follow- up with them with an email to confirm details of place, date, etc. Tell them this is a fund-raising and friend raising social and that they will be asked for a gift or pledge during the social. We honor all supporters regardless of their giving level.

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### What to say?

- You may want to begin by explaining your relationship with the dLCV and the dLCV Foundation Why are you a friend of dLCV? How are you connected? What is the extent of your involvement? Can you share an experience? Make it personal.
- I want to invite you to the dLCV Foundation GALA. The GALA is on Friday, April 28, 2017 from 6:00pm to 8:30pm. It will be held at “The Place” in Innsbrook. It is a fundraising social, so you will be asked to consider making a contribution.
- I would be delighted if you could join me so I can show you the good this organization is doing in Virginia.

### How you can support dLCV and dLCV Foundation

- Help all guests enjoy the event and to be inspired about the organization
- Call your guests a few days or week before with a friendly reminder to confirm their attendance.