



**Habitat
for Humanity®
of Morgan County**

Table Host Guide

Habitat for Humanity of Morgan County
Annual Hard Hat Breakfast Fundraiser

Beyond the Build: Building community. Building hope.

Wednesday, September 22, 2021

DoubleTree by Hilton Decatur Riverfront

1101 6th Ave
Decatur, AL 35601

Doors Open: 6:15 am
Program Begins: 7:00

Register at: <https://bit.ly/3oQgrQC>

- Sign up under an available table
- *In the comment section put TABLE HOST*
- When filling out the form include all information

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table host welcome letter

We are excited to have you join us for The Hard Hat Breakfast 2021. The success of the event is truly made possible by you and your guests. With this in mind, we have compiled information to help you to be successful. Thank you for agreeing to serve as a Table Host for the Hard Hat Breakfast fundraiser. This venue provides many more opportunities to partner with our community in a larger event space.

Table Hosts are absolutely 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 Host.

Our goal for the number of tables we want to have this year is ambitious. For 2021 our goal is to fill the event space with 35 tables of guests!

We need your help to reach our ambitious goals. Here are some ideas on how we can make it happen:

- Never been a table host before? Becoming one for the first time is a wonderful opportunity to bring friends and family together to support something you are passionate about.
- Co-host a table with a friend or family member.
- Have you hosted one table in the past but think you could pull together two tables this year? Do it!
- Do you have guests who have sat at your table in the past who might be ready to host their own table this year? Encourage them to become table hosts.

Table hosts have simple responsibilities: invite and confirm the attendance of 8 people, including you, and provide a list of these guests to us by the dates listed on the instructions page. You are NOT asked to pay for your guests' seats. While some events prefer to charge a set cost for the breakfast, we work very hard to procure underwriting so that all attendee funds are put directly into our services. No matter your individual plans, please remember the reason this fundraiser model is so effective. In other words, please fill your table with 8 people whose values and motivations reflect your own and are open to give.

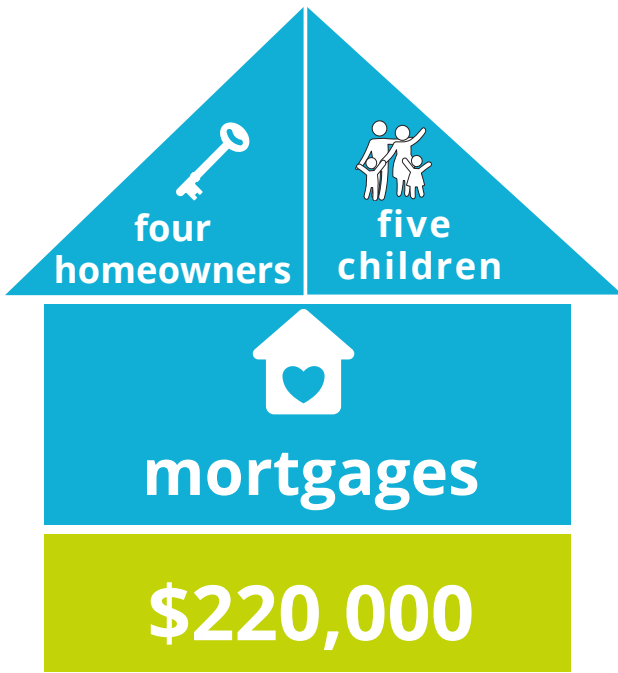
If you have any questions or concerns, please don't hesitate to contact me at nikki@morganhabitat.org.

Thank you for your commitment to The Hard Hat Breakfast!



our goal 220,000 dollars

How we'll get there - we need **YOU!**



\$75,000 + **\$61,000**
Corporate Sponsorships Foundations / Grants

= \$84,000
Left to Raise

How do we get to the \$84,000?

How **YOU** can help us get there:

- Invite friends who can't join us on September 22 to make their gift online at morganhabitat.donorsecure.com
- Donate directly by using our QR code!
[Open your camera to scan the code.](#)



35
Table Hosts

X 8
Guests per Table

= 280
Breakfast Attendees

\$2,400
PER TABLE NEEDED

= \$300
GIFT PER PERSON

table host training recap

Complete Table Host Training

You may complete the information either online or attend in person. TBD

Distribute confirmations and have a final count by Friday, Sept 17th.

Please invite your guests in person or by telephone. However, the Confirmation Letter (provided on page 6) will be extremely helpful to your guests. 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. Start early/NOW! It is considered best practice to begin with phone calls. Then mail a confirmation letter with a personal note inside to affirm their commitment and follow-up the week before the event with a phone call to ensure attendance. Overflow guests (more than 8 per table) are welcome. Let us know in advance so we can have seats for everyone!

Make it compelling

You are the reason your guests will come. Consider putting together a group of people who know one another, or who may want to meet one another. Tell them why you care about **BUILDING THE DREAM.**

VERY IMPORTANT - Communicate expectations

This is a fundraiser with the expectation to raise money for **Beyond the Build**. 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 extremely important to our success.

ALL CONTRIBUTIONS ARE 100% TAX DEDUCTIBLE AND ALL DONORS WILL RECEIVE AN ACKNOWLEDGEMENT FROM HABITAT

Thank you again for ensuring that we have accurate contact information for your guests.

Sept 15th, 2021 is the deadline for turning in your confirmed guest information.

- 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 the Hard Hat Breakfast.
- 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 <https://bit.ly/3oQgrQC>

key dates

the invite

july

Send out your invitations

august

August 2nd

Show the love! Make it your goal to invite and follow up with 10 people by the end of the week.

september

WEDNESDAY, SEPTEMBER 15

Guest lists due. Please register your guests by this time.

OR send your list to nikki@morganhabitat.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 nikki@morganhabitat.org

SEPTEMBER 5-21

Personal reminder calls to your guests

SEPTEMBER 20

Email reminder sent to guests from Habitat

SEPTEMBER 22

Hard Hat Breakfast

SEPTEMBER 23

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 the Breakfast. 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 Habitat. Have you volunteered on a construction site? Given financially? Attended a home dedication? Met a Habitat family? Share these stories with your friends, colleagues, and family members.

sample letter

I am honored to be hosting a table at Habitat for Humanity of Morgan County's Annual Hard Hat Breakfast fundraiser **Beyond the Build: Building Community. Building Hope.** I would love for you to join me.

In the coming year, Habitat is committed to providing more solutions, touch more lives and revitalize communities - solutions designed to break the cycle of poverty.

The breakfast is **Wednesday, September 22** at the DoubleTree by Hilton Decatur Riverfront. Doors will open at 6:15 am and the program will begin promptly at **7:00 am** and conclude at 8:00 am.

There will be an opportunity to financially partner with the organization, so I encourage you to be prepared to consider what level of support you can provide to help Habitat for Humanity of Morgan County and their work of affordable housing. The Hard Hat Breakfast raises critical funds necessary for individuals and families to obtain homeownership, along with providing a pathway to create family and community stability.

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

Warmly,

[Your name]

sample questions

Is there a cost to attend?

The Luncheon is Habitat's largest fundraising event of the year. There is a suggested minimum donation of \$250. We call on Table Captains to invite their guests to make a contribution when attending the event.

Where does the money go?

Because of your support, Habitat for Humanity Seattle-King County changes lives by stabilizing neighborhoods and helping families stay connected to their cultural, family, and faith networks.

Habitat is a community-based low-income housing developer that has built, renovated, or repaired over 90 homes in Morgan County in partnership with low-income working families. Habitat builds houses affordably, using primarily volunteer labor, and sells them at cost, with no profit and no interest to working families in Morgan County.

Every dollar raised during the Hard Hat Breakfast goes toward building homes.

sample follow-up

Your invites have all said **YES!** Now help them get it on their calendar by sending an Outlook/Gmail/Hotmail/etc. meeting request.

sample email attendee confirmation

Subject: Habitat for Humanity Breakfast

When: Wednesday, September 22, 2021

6:00 am, doors open

7:00 am, program begins

8:00 am, program concludes

Where: DoubleTree by Hilton Decatur Riverfront

Thank you so much for joining me for the Hart Hat Breakfast!

Be on the lookout for additional information coming to your inbox soon, and I'll see you on September 22!

Warmly,
[Your name]

sample thank you email

Dear [Guest's name],

Thank you so much for joining me at yesterday's **Beyond the Build: Building Communities, Building Hope Breakfast!** I hope you found the event both inspiring and uplifting.

Thanks to you, we raised \$_____ to support our work in the community. Thank you for partnering with us to change lives by creating and preserving more affordable housing for families in Morgan County

Warmly,
[Your name]

guest tracking

table captain	address	city	zip
		email	phone
guest 1	address	city	zip
		email	phone
guest 2	address	city	zip
		email	phone
guest 3	address	city	zip
		email	phone
guest 4	address	city	zip
		email	phone
guest 5	address	city	zip
		email	phone
guest 6	address	city	zip
		email	phone
guest 7	address	city	zip
		email	phone
guest 8	address	city	zip
		email	phone
guest 9	address	city	zip
		email	phone