

TABLE HOST INFORMATION SHEET

YOUR ROLE AS A TABLE HOST IS VITAL TO OUR SUCCESS.

FOR THOSE ATTENDING IN-PERSON

<https://event.gives/voap01>

To ensure the Power of 1 Breakfast is a success, please implement these easy but crucial steps when planning your table.

Before the Event

- Fill your 10-top table.** Invite 14 confirmed guests knowing that an average of five guests will be unable to attend after accepting your invitation.
- Introduce your guests to VOA.** Invite your guests through a Journey. Or we can bring the tour to you or your workplace. You can also invite them to volunteer with us!
- Share the Power of 1 Breakfast invitation.** When someone accepts your invitation to attend the Power of 1 Breakfast, share the registration link.
- Submit your guest list.** Submit your list of confirmed guests and their contact information to the spreadsheet linked to this QR code by September 30.
- Register to attend the event online at <https://event.gives/voap01>**
- Remind your guests.** One week before, on October 19, call or text and remind your guests about the breakfast.
- Don't forget about parking.** We will be using the Kentucky International Convention Center parking lots. For more information about parking, go to kyconvention.com/maps-parking.



Day of the Event

- Arrive early.** Please arrive at the Kentucky International Convention Center at 4th and Jefferson Street by 7:15 a.m. and check in at a table host registration table.
- Locate your Table Host materials at your table.** Each table host will receive a bag with materials.
- Help us reach our event goals.** Every gift makes a significant difference to VOA programs. You will receive a text during our moment for mission asking you to give. If you choose, you may fill out a paper pledge form, which will be located on your table.
- Return the envelope to Table Host assistant.** Make sure to collect envelopes and return the envelopes to your table host assistant or table host registration.

Following the Event

- Thank your guests.** Contact your guests after the Breakfast to thank them for attending and send feedback to Enidza Torres at EnidzaT@voamid.org



<https://event.gives/voap01>

Save the date

October 26, 2021
Networking | 7:30 a.m. EST
Breakfast & Program | 8:00 a.m. EST
Attend in-person or virtually

The Kentucky International Convention Center
Ballroom's A, B and C
221 South Fourth Street
Louisville, KY 40202