

# TABLE HOST INFORMATION SHEET

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

FOR THOSE ATTENDING VIRTUALLY

<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

- Invite your guests.** Since you are attending virtually, we encourage you to invite as many people as you would like. This is a great opportunity to invite people from outside the Louisville area.
- 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.



## Day of the Event

- Please join 10 minutes before the event begins at** <https://event.gives/voap01>
- 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.

## 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](mailto: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