



The
CENTER for
VICTIMS of
TORTURE



YOUR ROLE AS A TABLE CAPTAIN

Invite Guests

Identify people in your social and professional networks who might be interested in the work of CVT.

Make personal invitations to your friends, family, colleagues, etc. (CVT will provide email invitations for you to personalize).

Receive a commitment from 10 or more guests to ensure your table will be full.

Register your guest list online or submit to Anna by Wednesday, September 19.

Before the Breakfast

Once your guests have committed to attending, confirm that they have registered online or that you have registered for them to ensure they will receive important email reminders from CVT as the day approaches.

Personally remind your guests the week of September 24 and on Tuesday, October 2, the day before the event.

CVT will send periodic reminders to your guests with updates on the breakfast program, parking information, and driving directions. Make sure you provide emails for all of your guests.

The Big Day

Arrive at 7AM when registration begins. Greet and mingle with your guests, and enjoy some coffee.

Distribute pledge cards and envelopes to your guests when instructed to do so in the final minutes of the program. Set an example for your guests by filling out your own pledge card. Although guests will be asked to consider making a contribution, donations are optional and there is no gift minimum to attend.

After the Breakfast

Call your guests on October 3 or 4 and thank them for attending. Ask them for their feedback and impressions and pass along to Anna.

2018 Restoring Hope Breakfast

Wednesday, October 3, 2018

Registration & Networking | 7-8AM
Program | 8-9AM

The Depot Minneapolis

Depot Pavilion
225 3rd Ave S
Minneapolis, MN 55401

Questions? Contact: Anna Zaros, Major Gifts and Planned Giving Officer

azaros@cvt.org or 612.436.4859 or visit: *www.cvt.org/breakfast*

YOUR QUESTIONS ANSWERED

What should I say?

Consider using this sample script as a guide for inviting guests to your *Restoring Hope* Breakfast table:

"I'm not sure if you know this, but I am a [board member/donor/staff member/volunteer/supporter] with the Center for Victims of Torture. Many people are unaware of the extraordinary work that is being done by CVT to help survivors of torture, war trauma, and other human rights abuses rebuild their lives here in Minnesota and internationally for more than 30 years.

I am a Table Captain this year for CVT's Restoring Hope Breakfast event on Wednesday, October 3. I'd like you to join me at my table. This is a breakfast for people to come and learn more about the work of CVT, and yes, it is a fundraiser too. You will be asked to consider making a contribution, but there is no gift minimum to attend. It is an opportunity to join me and hear more about the important work being done by a local organization in our own community and around the world. I would be honored to have you at my table."

What if I have more than 10 people in my party?

Great! If you fill more than one table we will seat you in close proximity and assign a captain to assist with your duties at overflow tables.

What if I cannot commit to filling an entire table?

We understand that not all captains will be able to fill their table and that you might have last minute cancellations. We will combine tables as needed, and you may co-captain a table with a colleague or friend.

Can I still attend even if I can't commit to being a Table Captain

We invite everybody who is interested to attend the breakfast. All guests will be accommodated, and we will have tables for our guests without Table Captains.

What about parking?

Free parking will be available at the Depot Minneapolis and a nearby overflow ramp. Details will be communicated to all registered guests as they become available.

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