

# ***Table captain roles and responsibilities***

## **STORY BEHIND THE SMILES**

*A fundraising event to benefit the patients of Interfaith Dental*

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**Being a Table Captain:** the success of this event depends on who we have in the room therefore being a table captain brings with it both great responsibility and great rewards!

- ✓ **Step 1:** Sign up to be a table captain and start thinking about who you are going to invite. Recruit four couples (if you're filling a table of ten) to join you at our event.
- ✓ **Step 2:** Make a list of people you plan to invite. Keep in mind that you want to invite people that have both the heart for serving others as well as the capacity to do so.
- ✓ **Step 3:** Send the invitation to the guests that you are inviting. Be sure to mention to these guests that this is a mission rich fundraiser, and guests will be invited to make a life changing gift for patients that need dental care.
- ✓ **Step 4:** Create your personal fundraising page. If you invite a guest that will not be able to make it, send them the link to your personal fundraising page. A gift can be made through this link that will be "credited" to your table.
- ✓ **Step 5:** Add the names, email address and mobile phone # of your guests to your list online.

### **Pro tips**

- Invite a few extra guests, this event is a little way off and life happens, inevitably one of your guests may not be able to make it at the last minute. To ensure your table will be full, inviting a few extra guests is a good move. If we get to the event-day and you have more guests that can sit at your table, don't worry we'll accommodate them at a table nearby.
- There is no charge for guest registration. Your guests will be invited to give at a level of their choosing during the event. But remember this is a fundraiser so be upfront with your guests.
- Start a friendly competition with other table captains. In order to make our goal (and care for the over 3,700 patients we will see this year) our hope is that each table raises about \$3,000. If you can build up your gifts on your personal fundraising page, you'll be surprised at how quick you can not only get there but exceed your goal.

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### **Who should I ask to attend this event?**

- Co-worker
- Your dentist
- Your lawyer
- Your accountant
- Your neighbor
- Your banker
- Your financial advisor
- Member of your faith community outreach committee
- Family members
- A friend who has a lot of dental work
- Someone in healthcare
- Someone who just moved to town.
- Friends/coworkers whose cause you have supported in the past:

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**Questions? Contact Michelle Russell at [mrussell@interfaithdental.com](mailto:mrussell@interfaithdental.com) or 615.225.4146.**

Interfaith Dental whose mission is to create a healthier community by providing transformational oral health care for those experiencing poverty. ***Thank You for Supporting Interfaith Patients!***