



Thank you for volunteering as a Table Captain at our upcoming event! YOU are such an important part of this event and we couldn't do it without you! Here are some quick tips to help you along the way:

Who To Invite:

Put together a list of people you'd like to invite and think about their giving capacity since the Cinco de Mayo Celebrations are ultimately fundraising events. Think of all your circles -- current donors; your family; your neighbors; your co-workers; your clients; members of your professional association; your dentist, doctor, your children's dentist and doctor; members of your neighborhood parenting group, school, or church.

When & How to Invite:

Feel free to use any media you feel comfortable with to invite your table guests. Some Table Hosts send out emails, do phone calls or even create an event in and use Facebook. Obviously, a combination of these would work great! Some Table Hosts send out an [Evite](#) - super easy, saves time and can be pretty cute; and it takes just minutes to create your own invitation. Or how about the good old handwritten note? We've also included the electronic invitation for your use. Most people need more than one reminder to get them to commit to something.

What to say in the invitation?

Whether you're recruiting 10 guests or 20, Friends of Pimpollo wants the process to be as easy as possible for you. That's why we have put together a sample text, that you might copy, paste and tailor as you see fit. (See sample message at the bottom of this document.)

Set a table goal and make it public:

You know how important goal setting is in life! Goals make things happen. Without a goal it's hard to get to where you want to be. We invite you to set a goal for your table. Think about what you would like to raise and then invite your friends to help you reach that goal.

To give you some perspective: Last year's table average was \$2,000 and our goal this year is to raise \$75,000 on May 2nd during the event. We are seeking to raise 20% more than we did last year. You know your guests better than we do, so set a goal that you see as both generous and attainable!

How to register your guests?

Even though there is no advance ticket purchase, pre-registration of guests IS REQUIRED and table captains are responsible to register their guests. Once you have filled your table, please visit www.friendsofpimpollo.org/rsvp and submit the online form. You can RSVP up to 10 guests per submission, so if you have more than 1 table, you will have to submit the form once for each table. Please include their names and email addresses. All guest registrations are due on April 25th, 2019. (This way we can send all guests a reminder email!)

Guest Reminders:

Let's be honest—we've all blown it once or twice and pulled a no-show for something—oops! Friends of Pimpollo will send all registered guests frequent e-reminders including directions and parking information. This is why it's so important that you send us their email with your RSVPs!

But it is always helpful to be reminded from various places and you do have the relationship! Some Table Captains use the email reminder to virtually “introduce” their guests to each other so that everybody knows who to expect and to look forward to. In addition, we encourage you to call your guests one or two days before the event.

What to say if your guests say “thanks, but no thanks?”

Just because your guests can't join you at the event, doesn't mean that they can't or don't want to support Friends of Pimpollo or you in reaching your table goal! But people need to be reminded. All gifts, small or large, make a big impact for Friends of Pimpollo. Use this opportunity to encourage them to make an online donation towards your table goal. (See sample message at the bottom of document.)

For your out-of-town friends: Create your own 'virtual table' campaign!

Creating your own virtual giving campaign is a great way to encourage your out-of-town friends to support you in your efforts to raise money for Friends of Pimpollo. It is also a great way to offer an opportunity for those friends who don't like or have time to come to a luncheon.

Set a 'virtual table' goal and ask your friends to help you get there. You could pick out a few prizes to give away if you reach certain milestones.

THANK YOU! We are so thankful for your support. If you have any questions, please reach out to us by email at info@friendsofpimpollo.org or by phone #503.887.7117.

***BONUS MATERIAL* Sample Script for Invitation:** Hi <name of your guest>!

As you may know, I've been a longtime supporter of Friends of Pimpollo. Their mission is to provide hope to children through education in Southern Mexico. This work is making a lasting impact on the lives of many children, and this year, we are setting out to reach big goals. I am passionate about this work and need your help!

They are hosting their annual Cinco de Mayo Luncheon on Thursday, May 2nd, 2012, from 12-1pm, at the Salem Convention Center.

This is the largest annual fundraiser for Friends of Pimpollo and our goal is to raise \$75,000 or more through this event. There is no cost to me or to any guest at the event, but everyone is asked to make a donation during the program. My personal goal is to raise \$xx at my table to support Friends of Pimpollo.

I hope you'll join me in supporting what I believe is an incredibly valuable organization and one that has directly impacted the lives of vulnerable children who otherwise would not receive help. It should be a great time—mariachis and all! I hope you can make it and I look forward to hearing from you—so that I can sign you up!

<Your name>

Sample Message for “Thanks, but no thanks” Response:

Hello <name of guest>,

<Insert a personal response to why your guest can't join you>. I invite you to join me in spirit at the luncheon with a 'joyful regrets' gift. The luncheon is Friends of Pimpollo's biggest annual fundraiser and raises crucial funds so that children in Southern Mexico have access to education. There are three easy ways you can make a gift today:

- 1 You can either send your gift to me <include your address> and I can take it to the event.
- 2 You can support Friends of Pimpollo by mailing a check directly to them at PO Box 1107, Salem, OR 97308.
- 3 If you feel comfortable with an online donation, you may choose the fast and easy route and visit <http://friendsofpimpollo.org/donate/> to make your gift.

Thank you for joining with me in supporting these very special kids in Southern Mexico and considering a financial gift in lieu of coming to the luncheon. <Your name>