

# **CFLC 2024 LUNCHEON TABLE HOST CHECKLIST**

## **PRE-EVENT**

- Fill your table of 8 by inviting your friends, family, neighbors, and associates to sit with you. Remember to save a seat for yourself!
- Follow up with each guest by email after they confirm.
- Monday, April 8: Call or email your guests two weeks before the Luncheon to remind them. (All attendees will receive informational emails from the Literacy Council; this is a special communication from you to your guests.)
- Confirmed guests' names and email addresses should be sent to [ytomkinson@cfliteracy.org](mailto:ytomkinson@cfliteracy.org) by noon on Wednesday, April 10, 2024.

## **DAY OF EVENT (Tuesday, April 23, 2024)**

- Check-in: 11 a.m. at Northside Church; greet guests as they arrive at your table. Your table number will be on each guest's nametag at check-in.
- The "Ask": During the program, when the speaker prompts, distribute donation cards, envelopes, and pens. Lead by example — make your donation on a card or your mobile phone using the QR code — some guests will be looking to you for what they should do.
- Next: Immediately following the "ask," collect all pledge cards and envelopes from your guests and tabletop. Place them back in your designated table envelope to be collected by event staff.

## **POST-EVENT**

- Call or email your guests within two days to thank them and ask their thoughts on the Luncheon. Please take notes to share with CFLC staff and the luncheon committee. We will use the feedback to plan for next year's event.

## **CFLC 2024 LUNCHEON TABLE HOST PLANNING TIMELINE**

*Important dates to remember*

### **Now through March 31, 2024**

Invite guests and fill table; email guests when they confirm.

### **Monday, April 8**

Call or email guests with an event reminder. Make any necessary edits and updates to the list.

### **Wednesday, April 10**

Final list of confirmed guests due to [ytomkinson@cfliteracy.org](mailto:ytomkinson@cfliteracy.org).

### **Tuesday, April 23 — The Luncheon for Literacy!**

Doors open at 11:00 a.m., and the program begins at 11:30 a.m.

### **Wednesday, April 24 through Thursday, April 25**

Call or email guests to thank them for attending; get their impressions and feedback.

### **April 26 through April 30**

Send feedback you receive from guests to CFLC.