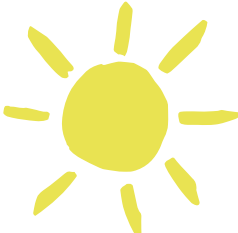


it's your time to Shine!



Volunteers of America

RISE  SHINE

Benefit Breakfast

Table Host Packet

 **VOA DAKOTAS**

Table Host Guide

Thursday | May 1, 2025

Sioux Falls Convention Center

Optional Breakfast 7:00am | Program 7:30-8:30am

What is a Table Host?

Table Hosts ensure the success of Volunteers of America, Dakotas Rise & Shine Benefit Breakfast by inviting guests to attend the event and sit at their table. Potential guests include friends, family, colleagues, or any other community members who support VOA Dakotas or are interested in learning more about our impact in the area.

Responsibilities:

- Secures the attendance of nine guests
- Communicates with table guests before and after event
- Greets guests and fosters discussion of VOA Dakotas' programs and services at Rise & Shine event
- Shares and discusses event day materials, including pledge card
- Models attendee expectations by completing pledge card
- Provides VOA Dakotas with attendee contact information to assure proper gift acknowledgment and meaningful stewardship

Table Host Checklist:

Before the event:

- Build potential guest list/secure nine guests for your table
- Share event information with your guests
- Complete your guest list here:



At the event:

- Arrive by 7:00 a.m. to locate your table and greet your guests
- Distribute and collect pledge cards at the appropriate time
- Answer questions guests may have
- Complete attendance check list
- Place all information and pledges in provided envelope

After the event:

- Thank your guests for attending
- Provide feedback on the table host survey

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