

## A Message from me....

I want to extend a sincere Thank you, for supporting and being so willing to participate as a Table Host/Ambassador at Inclusion Saskatchewan's 14th Annual Inclusion Breakfast Fundraiser.

I have created some materials and support items that will make your experience as a Table Host/Ambassador a positive, fun and engaging time; all while helping to further the mission of Inclusion Saskatchewan.

Everything is designed to be flexible and customized to your inviting style.

I will continue to create resources to support you. If you are looking for a resource; please reach out to me. The best method of connecting with me is through email at [SerenaD@inclusionsk.com](mailto:SerenaD@inclusionsk.com) I request that you always include Christina in all communications [ChristinaMF@inclusionsk.com](mailto:ChristinaMF@inclusionsk.com)

Thank you again for your participation and support! It is much appreciated. I (WE) can't do this without your support. The work done today and leading up to the event will have a ripple effect for years to come.

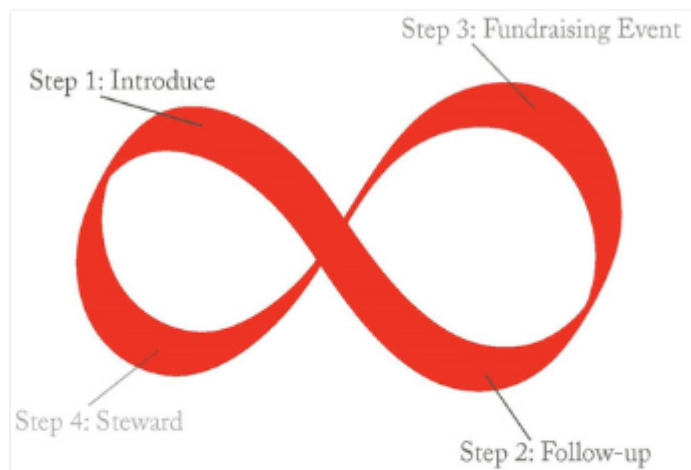
Sincerely,

A handwritten signature in blue ink that reads "Serena Dallas".

Serena Dallas  
Director of Philanthropy

# TABLE HOSTS/AMBASSADORS

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Step 1: Introduce to INSK, your story is the real reason why they want to learn more

Step 2: Follow up with your “person”

Step 3: Invite to a Fundraising Event (Inclusion Breakfast)

Step 4: Steward - it's about the relationship not about money

## How you can help as a Table Host/Ambassador

- ∞ Invite LOTS of people and then invite to sit at your table. To get 7 confirmed attending; be aware that 20% don't show up after confirming so might feel like you are inviting many, that's ok: [scan](#) the QR code to sign them up! These links are on the website as well



General Sign Up

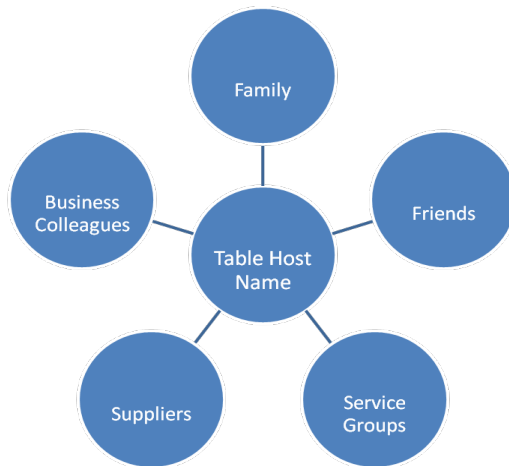


Ambassadors & Sponsors

- ∞ If they do not have email/web access Send guest names **and contact info including mailing address, phone number** to Serena Dallas
- ∞ Please confirm with your guests 2 – 3 days prior to event – we need them to show up as we will be paying for those meals.
- ∞ Arrive 30-45 minutes prior to the event to find your table and grab a coffee/tea
- ∞ Be prepared to greet your guests 15 minutes prior to event start (check in for invited guests will be 7:15am)

- ∞ This is a fundraising event and there will be an ask. We will need your support to hand out pledge forms at the appropriate time during the program
- ∞ Set an example for your guests by filling out your own pledge form (if you haven't given over this past year – consider a gift that is meaningful to you)
- ∞ Collect the completed pledge form envelopes and return to Serena
- ∞ Call your guests within 2 business days after the event to thank them for coming. We will be sharing fundraising totals through our social media channels and with our THANK YOU note cards to be sent the week following the event.

### Suggestions on WHO to Invite



1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

Updated: July 30, 2024 – Serena Dallas

9. \_\_\_\_\_

15. \_\_\_\_\_

10. \_\_\_\_\_

16. \_\_\_\_\_

11. \_\_\_\_\_

17. \_\_\_\_\_

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19. \_\_\_\_\_

14. \_\_\_\_\_

20. \_\_\_\_\_

## Timelines

### **July 15 - September 30:**

Table Hosts/Ambassadors invite guests. Something to consider: a minimum of 20% tend to not attend so inviting more is a good thing to do

### **July 15 – September 30:**

Serena will email out Event Reminder as Table Host's/Ambassadors confirm their guests

### **September 30**

E-mail final guest lists to Serena Dallas to double confirm online registration matches

### **Ongoing:**

Serena will send event updates to Table Hosts

### **September 27 - 28:**

Table Hosts to contact their guests and re-confirm attendance:

### **September 29:**

Serena to send mass email to all guests as a final confirmation. REPLY REQUIRED by September 30<sup>th</sup> 2 pm

### **September 30:**

Final Numbers provided to Prairieland Park 3 pm

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**October 3<sup>rd</sup>:** 14<sup>th</sup> Annual Inclusion Breakfast! Let's enjoy the time and share passion we all feel for INSK and the people we serve.

**October 7<sup>th</sup>:** Take a few moments to say THANK you for coming out

### **Share Your INSK Passion - Invite Guests and help to make sure they show up**

You have your 20 names to start – now invite them in person! A personal invitation goes a long way!

- Be honest and transparent; you're involved with INSK
- They are holding a fundraising event and would like them to come and learn more about INSK and the impact.
- Let them know you'd love them to join you at your table.

They say **YES**

- Ask for an email address as “you” will be signing them up so that they will receive all the information.
- If they do not have an email address; please get name, organization (if applicable) and the full mailing address with phone number.

To eliminate any uncomfortable moments or surprises for you or your valued guests remember to share these four things:

1. It's **FREE to attend**.
2. This is a Fundraising Event; they will be asked to consider making a confidential meaningful gift.
3. There is no obligation to give.
4. Finally, it's a cold plate, continental breakfast which is light fruit, muffins, pastries along with coffee/tea event. This further helps to keep costs down.

Have questions: Please email me directly [SerenaD@inclusionSK.com](mailto:SerenaD@inclusionSK.com)

