



## *Wake Up with Waterworks: Visionary Breakfast*

DATE – May 2018

Arrival: 7:00 am

Buffet Opens: 7:15 – 7:55 am.

Program: 8:00 – 9:00 am

F&M Trolley Barn – enter through Waterworks' Main Entrance

### **TABLE HOST JOB DESCRIPTION**

As a supporter of the Waterworks Visual Arts Center, you agree to invite nine friends and/or colleagues to join you at the *Wake Up with Waterworks Visionary Breakfast* to learn more about the important work of the organization and its impact on the visual arts in our community and region.

### **BENEFITS AND OPPORTUNITIES OF BEING A WAKE UP WITH WATERWORKS TABLE HOST**

- You help share the story of Salisbury-Rowan County's nationally accredited visual arts museum and how it enriches our community.
- You help to ensure the future sustainability of Waterworks
- You represent the Waterworks and are an ambassador for promoting its mission of providing diverse opportunities in the arts for all people through exhibitions, education, and outreach.

### **TABLE HOST RESPONSIBILITIES**

#### **Begin Calling Friends and Confirming Guests**

- Begin filling your table(s) with guests (each table seats 10 people, including the host). The sooner you begin the sooner you can **claim your guests**
- Personally contact friends and colleagues to invite them to learn about the Waterworks at a **free** fundraising breakfast. Try to only invite one member of a couple, ensuring the opportunity for a greater number of donations.
- **Please let your guests know that you have not paid for the table – it is free for all.** Some fundraisers raise money through table "sales," and guests need to know that no one is paying for them to attend.
- Be sure to tell your guests that they will be asked to contribute, but there will be no minimum and no maximum amount. It is Waterworks job to inspire them to offer their support. If they ask how much they should give, tell them that they can make that decision at the breakfast—please, do not suggest a specific amount.
- **A hot, full service breakfast buffet will be served from 7:15 until 7:55 am.** Please remind your guests of these times so they can plan accordingly. If guests missed getting breakfast beforehand, the buffet will reopen following the program at 9:00 am.

**Due mid-March - JUST SAY YES!** Get a Head Start as a **NEW** or **RETURNING TABLE HOST**

Email "**YES, I want to be a Table Host**" to [admin@waterworks.org](mailto:admin@waterworks.org)

#### **Due mid-April – Send Guest Names and Contact Information to Waterworks**

- Give Waterworks a **complete list** of your guest's names, including addresses, emails, and phone numbers. Please provide information on the attached form or in an Excel spreadsheet format (optional). This information allows us to register and seat all guests and to communicate clearly with them. We want

your guests to be comfortable and to enjoy their experience with us! Please email your list to [admin@waterworks.org](mailto:admin@waterworks.org) or fax to 704.636.1895

#### **First week in May – Send a Personal Reminder Email to your Guests**

- **We will send you a confirmation email with your final guest list, contact information, and event registration information for your guest**
- Send your guests personal **email reminder** letting them know you are looking forward to seeing them in a couple of weeks at Wake Up with Waterworks.

#### **10 days before event – Final Reminder to Guests and Confirm Number of Guests with Waterworks**

- Place a **reminder call** or email to your guests. Confirm any update information by email [admin@waterworks.org](mailto:admin@waterworks.org) or phone 704.636.1882. This is key in confirming your guests will attend the event! Other than inviting your guests, this is your most important role as a table host! Let them know you are looking forward to seeing them at the event.
- **The breakfast buffet will be served from 7:15-7:55 am.** Please remind your guests of these times so they can plan accordingly. For those who missed breakfast beforehand, the buffet will reopen following the program at 9:00 a.m.

#### **Day of Event – THE BREAKFAST**

- 7:00 am – Arrive at Waterworks and Check-in. At this time, you will receive a large white envelope containing a list of your guests, table number, and gift/pledge cards.
- Locate your table in the F&M Trolley Barn and wait there to welcome your guests. Encourage your guests to begin arriving at 7:15-7:45 a.m. so they have plenty of time to get coffee and eat breakfast. The buffet line will close at 7:55 and reopen following the program at 9:00. Set-up will include a coffee/juice station and four breakfast buffet lines.
- Confirm attendees by placing a check beside each guest's name. Additional guest/s? Please note on the list provided on the front of the envelope.
- The program will begin promptly at 8:00 and end at 9:00.
- Wait to distribute gift/pledge cards to your guests until after the program when instructed to do so by the speaker.
- To promote giving you might consider setting a monetary goal for your table or a dollar for dollar match challenge.
- Displayed on each guest table are suggested gift/pledge amounts, *What Your Investment Can Provide*
- Lead by example; complete a gift/pledge card yourself.
- Once your guests have completed their gift/pledge card, collect them and place them back in the large white envelope.
- **Return envelope to a Waterworks representative before you leave.**

#### **QUESTIONS?**

WUwWW Planning Committee:

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