



“and Justice for all” Justice Rising Breakfast

Thursday, May 31, 2018

Dear Table Captain:

Thank you for agreeing to be a table captain at “AND JUSTICE FOR ALL'S” *Justice Rising Breakfast* on Thursday, May 31st at the Little America Hotel (500 South Main Street). The breakfast begins at 8:00 AM, but we ask Table Captains to arrive at 7:45 AM to welcome their guests. **The program will begin at 8:05 am.**

The purpose of the *Justice Rising Breakfast* is two-fold: to increase awareness of the need for and impact of legal aid and to raise funds to support Utah's civil legal aid programs. Being a Table Captain is a great way for you to help “AND JUSTICE FOR ALL” meet its mission of increasing access to justice for disadvantaged Utahns. It is because of people like you that we are able to continue our vital work. This packet is intended to provide you with everything you need to make your job easier and more enjoyable.

Your guests will enjoy a **free** breakfast, an informative program, and have an opportunity to help increase access to civil legal aid for the disadvantaged and people with disabilities throughout Utah. As a Table Captain, your participation is essential in ensuring a successful event.

We ask that you invite and confirm 10 guests (including yourself) to fill a table. Personal invitations are best and it is not necessary for your guests to know about the work of “AND JUSTICE FOR ALL.” If you have friends and colleagues who are unable to attend the event but would like more information about our programs, please send me their information so we may send them materials.

Once you have confirmed your guest list, please email your guest list to Staci Duke at “AND JUSTICE FOR ALL” by May 23rd. On the following page, you will find some commonly asked questions regarding your role as a Table Captain. You will be emailed e-vites for your guests. (If you would like printed invitations, please let me know).

Thank you again for your commitment to “AND JUSTICE FOR ALL” and agreeing to serve as a Table Captain. We welcome your feedback and that of your guests. If you have further questions, please contact me at staci@andjusticeforall.org or at 801.578.1204.

Sincerely,

Staci Duke

TABLE CAPTAIN FAQ's

What is a Table Captain?

Each table at the *Justice Rising Breakfast* seats ten. You are being asked to invite nine people to join you at a table to enjoy a free breakfast and a program to learn more about the work of "AND JUSTICE FOR ALL." The program will last exactly one hour. Family, friends, clients, neighbors and work colleagues make excellent potential guests. You can also ask a friend or co-worker to co-captain a table with you. During the program, guests will be asked to consider a contribution, although a gift is not required and there is no minimum level. It will be our job to inspire your guests to make a donation.

Why should I be a Table Captain?

You are helping to support "AND JUSTICE FOR ALL'S" efforts through fundraising and friend-raising. You are giving your friends an opportunity to support "AND JUSTICE FOR ALL'S" mission of increasing access to civil legal services for low-income individuals and people with disabilities in Utah. By bringing people to the breakfast, you are expanding the community of supporters essential to fulfilling "AND JUSTICE FOR ALL'S" mission. Our goal is for you to feel proud of your connection to "AND JUSTICE FOR ALL" and your role as a Table Captain.

What is the suggested process of organizing a table?

It is best to extend a personal invitation to your guests either in person, by telephone or by e-mail. It is recommended that you follow-up with your guests a week prior to the event to re-confirm their attendance at the breakfast. **A sample invitation and reminder are below which you can cut and paste and adapt into an email to your guests.** You may then substitute guests for those who cancel prior to the event. Having a capacity crowd is crucial to the success of this event, so if you are unable to totally fill your table, please let me know. Once you have your guests, please email the guest list to staci@andjusticeforall.org.

Sample invitation language:

I would like to invite you to join me at a free breakfast on Thursday, May 31st at 8:00 AM to learn about the great work being done by the "AND JUSTICE FOR ALL" collaboration, a group with which I am involved. Again, this breakfast is free for people to come and learn more about the services provided. While there will be a request for donations, there is no obligation for you to give. I am hosting a table and would very much like you to come learn about this great effort.

Sample Reminder E-mail

Thank you for agreeing to join me at the "AND JUSTICE FOR ALL" breakfast. The breakfast is **Thursday, May 31st, 2018, 8:00 to 9:00 a.m.** at the Little America Hotel Ballroom at 500 South Main Street. Free parking is available.

You'll have a chance to learn about the great work done through the "AND JUSTICE FOR ALL" collaboration. You'll also have the chance to chat and meet some of the terrific folks at our table:

- Name (affiliation)
- Name (affiliation)

What are my responsibilities during and after the event?

Arrive at 7:45 in the morning of the event so that you may greet your guests. Towards the end of the program, a request for donations will be made and, at the designated time, you will be asked to distribute pledge forms to the guests at your table. You will collect the pledge forms at the conclusion of the event. It is recommended that you send an email thanking your guests for attending after the event. We would also like you to provide us with any feedback regarding your experience at the event.

Step by Step Responsibilities

1. Invite and confirm 10 guests (including yourself) to fill a table. Personal invitations are best and it is not necessary for your guests to know about the work of "AND JUSTICE FOR ALL."
2. Remind guests about the event one week prior.
3. Submit final guest list to staci@andjusticeforall.org by May 23, 2018.
4. On the morning of the event, arrive at 7:45 to greet your guests and make them feel welcome. Introduce them to one another and be sure they feel comfortable.
5. Towards the conclusion of the breakfast, a presenter will let you know when to distribute the envelopes, with pledge forms inside, to your guests. Encourage them to give as generously as they can. A great way to encourage your guests to start filling out their own pledge cards is for you to set an example.
6. At the end of the program, collect all the pledge cards and envelopes. Place them in your table captain packet envelope and return them to one of our staff members.
7. Contact your guests within 2 days to thank them for coming to the event and get any feedback they may have.

Calendar

April 1 – May 23	Invite guests to attend the <i>Justice Rising Breakfast</i>
May 23	E-mail guest names to staci@andjusticeforall.org
May 29	Send reminder e-mail to your guests If guests' plans have changed, please try to find another guest or allow us to help you fill the seat.
May 31	Welcome and host your guests from 7:45 am to 9:00 am at the Little America Hotel.
May 31/June 1	Send an e-mail thanking your guests for attending the breakfast.