

# **Meet Your Neighbors Luncheon**

## **Tuesday, April 30th, 2024**

### **Frederik Meijer Gardens & Sculpture Park**

#### **Table Host Responsibilities**

1. Provide inspiration and enthusiasm for the event.
2. Fill a table of 8 to 10 guests. You are not limited to this number, feel free to fill a table and a half if you can!
3. Keep your guests up to date with event details.
4. Submit final guest list by visiting [Seniorneighbors.org/Host](https://Seniorneighbors.org/Host) or email a completed guest list to [wbricker@seniorneighbors.org](mailto:wbricker@seniorneighbors.org).
5. Arrive to the event at 11:30 am at the latest to pick up your Table Host packet at the Help Desk and then greet your guests.
6. Pass out support cards and envelopes contained in your Table Host packet when instructed to do so during the 'Ask' portion of the event.
7. Set an example for your guests by initiating conversation, enjoying the event, and filling out your own support card even if you just write "Hello, Winsome!" on the card.
8. Consider making a personal gift commensurate with financial ability, and corporate, if applicable.
9. Collect completed support cards and envelopes from guests and bring them to the Help Desk before leaving the event. If someone donates via their cell phone, the guest does not need to complete a support card.
10. Call guests within 2 days post-event to thank them for coming and gather impressions, we will let you know what guests of yours donated so you can thank them for their contribution.