

Before Event Day

Right Now:

- **Start inviting guests to fill a table of 10 (9 guests + you) for the Dreams to Action breakfast.**

Invite a sufficient number of potential guests to receive 14 “yes” responses which will ensure, with attrition, that you have 10 guests at your table. This typically means inviting up to 20 people. Make sure to include yourself in the final table count. Note: We have squeezed up to 12 people at a table, but it is a tight fit.

SAMPLE EMAIL or LETTER INVITATION

Subject: Project Success – Save the Date to Start April 21st with Joy & Inspiration

I am thrilled to be a part of an exciting event that directly impacts Twin Cities public school students and has for the past 25 years! Please join me as my personal guest for the 8th Annual Project Success Dreams to Action Breakfast. Project Success will share their message of hope and inspiration AND raise funds to support their important work with young people. The breakfast is on Tuesday, April 21, 2020, 8 to 9 am, at the Metropolitan Ballroom.

“Project Success works. It helps support our efforts in closing the achievement gaps. We see statistically significant positive gains in on-time graduation rates, attendance and, most importantly, grade point average through Project Success.”
– Eric Moore, Chief of Accountability, Innovation and Research, Minneapolis Public Schools

Please join me in learning more. I promise you will be inspired and encouraged.

- **Once guests reply, email save-the-date or final invite as they accept your invitation or a curtesy response if they cannot attend**

SAMPLE REPOSES TO GUESTS REPLIES

If your guest is able to attend the breakfast:

Subject: Glad You Can Make It! - Project Success Dreams to Action Breakfast

I am so glad that you are able to join me! Project Success is going big for students and we have a bold and big vision to share. I promise you will leave this event inspired and hopeful for the future.

Here are the details: The breakfast is Tuesday, April 21 from 8 am to 9 am at the Metropolitan Ballroom in Minneapolis. This is a one-hour event and begins promptly at 8 am. Please plan to arrive by 7:30 am to park, find your table and visit with guests. Valet parking will be available as well as a police escort to ensure easy departure following the event.

If something comes up and you are unable to make it, please let me know. We are happy to host someone you feel should attend in your place or fill the seat with an additional guest.

The Save the Date/Invite is attached. I look forward to seeing you on April 21st!

If your guest has a scheduling conflict with the breakfast:

Subject – Sorry You Can't Make It! - Project Success Dreams to Action Breakfast

I am sorry to hear that you cannot attend. Would you like to receive more information about Project Success? I am happy to reach out, share your email and have you added to their e-newsletter. I promise they won't abuse it!

If you would like to make a gift to this important work of helping students connect to their purpose, you can make a gift on-line at projectsuccess.org and click on DONATE. If you prefer to do via check, I have attached a copy of the pledge card.

Thank you for your support! I will keep you in mind to join my table next year.

- **Keep a separate list of those unable to attend who have said they would like to receive more information about Project Success.** Feel free to email those names to Liz Bedard Halberg at lizb@projectsuccess.org We are happy to follow up with those individuals or provide you information to send personally.

Two Weeks before Event Day

- Make sure you have followed up with all of your invitees. It can take a few reminders to receive a response.
- **Submit final guest list, along with individuals' email addresses, to Liz Bedard Halberg, lizb@projectsuccess.org, by April 15, 2020.** However, we will ask you send any changes or additions up until the evening prior to the event. It is critical we have up-to-date information for seating and nametags.

One Week before Event Day

- **Please send reminders to guests one week out and the day before the event.** Project Success will also send reminders to ALL guests prior to the event with pertinent event details and contacts. Project Success will provide you with regular email updates that include stories and photos of inspiration and language to use to inspire and excite your guests prior to the event.

SAMPLE EMAIL TO FOLLOW UP WITH CONFIRMED GUESTS

1 Week before the Event:

Subject – Your Friendly Reminder - Project Success Dreams to Action Breakfast is One Week Away

I look forward to seeing you next week at the Project Success Dreams to Action Breakfast, Tuesday, April 21, 8 am to 9 am at the Metropolitan Ballroom in Minneapolis.

If something comes up and you are unable to make it, please let me know. We are happy to host someone you feel should attend in your place or fill the seat with an additional guest.

Thank you and see you next week!

1 Day before the Event:

I look forward to seeing you tomorrow at the Project Success Dreams to Action Breakfast, April 21, 8 am to 9 am at the Metropolitan Ballroom in Minneapolis.

If something comes up and you are unable to make it, please let me know. We are happy to host someone you feel should attend in your place or fill the seat with additional guests.

Thank you and see you in the morning!

Event Day

- **Arrive at the event by 7:15 am** at least 45 minutes prior to the 8am start, to greet your guests and pick up your event packet at the Table Host check-in area. We have found hosts and guests consider this a time for socializing and networking.
- **Pass out pledge cards and envelopes** as instructed from the speaker at the podium at the event during the invitation to support Project Success.
- **Set an example for your guests** by enjoying the event and filling out your own pledge card at this time. Guest will be looking to you at that moment to see what they are supposed to do.
- **Collect completed pledge cards and envelopes** from your guests and return them to the Table Host check-out table before you leave the event.

Post Event

- **Call or email your guests** within two days of the event to thank them for coming and to get their impressions and feedback. Project Success will provide a wonderful email follow up for you to use. It will be emailed to you immediately following the breakfast.

- **Share your feedback.** We always love to hear what you think of the event and of your experience as a Table Host. Please contact Liz Bedard Halberg at 612-876-3905 or lizb@projectsuccess.org. Project Success will follow up with each host through an on-line survey. Your responses are greatly appreciated and used to improve and enhance future events.

