

# TABLE HOST SUCCESS GUIDE

Dear Friend,

We can't do this without you - you are the key to our success!

We can help you help us by connecting you with the resources you need to be a phenomenal Table Host. How can you do that? By bringing people to our fundraising Breakfast and helping Homes First reach our goal of \$100,000.

We're specifically asking you to reach out to friends & other business influencers who like you, who care about community impact and have the means to make a meaningful difference. This isn't about asking volunteers or staff to attend - we're looking for people who can genuinely support the mission financially while enjoying a great hour together. Their presence and participation would mean so much more than just filling a seat.

This guide has everything you need to reach your goal. We recommend that you set your own financial goal for your table, and don't be afraid to share it with your guests.

It is NOT TOO EARLY to get your table guests to commit!! Summer is going by fast, start now so you won't feel rushed later.

What do we do with the funds raised?

1. Make more homes available to the people in our community who have the hardest time finding and retaining homes.
2. Connect tenants with the resources they need to stay successfully in a home.
3. Keep our neighborhoods safe by making sure everyone has a place to live.
4. Maintain our current properties so that we are always a good neighbor.

....and so much more!

You'll hear from us periodically leading up to the Breakfast event with the support you need to get your table together. Have someone right now that you want to register? Send them to this link:

[www.homesfirst.org/Heroes](http://www.homesfirst.org/Heroes) and they can register themselves today!

If you would like this guide electronically, you can find it on our website at

[www.homesfirst.org/success-guide](http://www.homesfirst.org/success-guide). It includes downloadable images you can share in your invitations.

Thank you for all you are doing to support Homes First and the impact we have in our community,

Chrys Bean, Homes First Development Manager

Stacie Belman, Resource Development Chair



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## It's the Homes First Fundraiser!

The Heroes for Housing Breakfast raises a significant amount to support our programs and households throughout the year. It's also a fun event and a great time to get together and support Homes First.

As a table host, you'll fill your table with friends and family. Guests and table hosts do not need to buy a ticket or pay anything to attend the Breakfast event. We do ask that you please make a gift yourself and let everyone know it is a fundraiser. Homes First will do the asking!

The most important thing you can do to encourage giving is to let your guests know how their gift will help and that you also support Homes First.

### Goals

Homes First's goal is to raise \$100,000. To do that, we need 30 tables of 10 people and an average of \$3,333 raised at each table. That is easier if you can get a match for your table or have some funds pre-committed for the event. "If you give \$166 today, X Company will match that amount!!"

Homes First also seeks event sponsorships to cover the event costs so more of each dollar raised goes to directly support Homes First programs and services. It is not too late to engage more sponsors so if you know of someone we should contact - let Chrys know! [development@homesfirst.org](mailto:development@homesfirst.org). They could even sponsor your table.

Registration QR Code>>



## Fundraising Ideas for Table Hosts

Think about how much you would like to raise at your table, set a goal, and then invite your friends to help you reach that goal. We suggest \$3,333 per table but of course, you can choose the amount that encourages your guests the most.

1. Set a fundraising goal for your table and inform your guests of your goal. This can really help encourage giving.
  - a. Some table hosts may choose to generously match any guest who gives at a certain level – if you are willing to do this, please make sure your guests know that you will be matching any gift at or below that level, doubling their impact!



Donation QR Code>>>>

### Setting a Goal

Setting a goal for your table to help bring more affordable rental homes to our community now and forever) is a great way to get people excited about giving and making a greater impact together. Let your guests know your table goal!

FYI - at our Real Community Awards & Celebrations in May, we present Table Host prizes! One for the person who brings the most guests and one who's table/s raises the most funds. **We'd love it if one of those prizes goes to YOU!!**

### Other Giving Incentives & Ideas

Scheduled payment options are available. It's all on the giving envelope and easy to let us know that your \$300 pledge at the breakfast to be made through a \$25 monthly payment over a year or that you'd like to establish a continuous monthly payment of a certain amount.

- Become a monthly donor! Monthly donors provide the stability Homes First needs to help our community members throughout the year. This can be done with a pledge made in monthly payments or through an automatic recurring donation each month.
- Ask your guests if they have an employer matching gift form they can use to double their gift. Boeing, Microsoft, Starbucks, and many others will match gifts to Homes First.
- Connect with your out-of-town or on-vacation friends. Ask friends who can't attend in person, to join your table's effort by giving a gift in support of your favorite organization – Homes First! Send them the QR Code!!



## How to Invite Guests and Fill Your Table

Now that you've registered to be a Table Host and you've set your table goal, it is time to get your list together.

### Who to invite?

Put together a list of people you'd like to invite. Think of who would enjoy the speakers. This is a fundraising event, so think about who will have fun supporting Homes First financially.

Think of all your circles – your friends, family, neighbors, co-workers, clients, colleagues, your children's dentist and doctor, members of your neighborhood parenting group or preschool co-op/ daycare.

### When and how to invite?

It is best to start sending out invitations and getting firm commitments by September 01 at the latest. Guest lists are requested by September 05, 2025.

Call, text, message, email, create an event on Facebook, or use [Evite](#) or other tools — try a combination of ways to invite your friends. Remember that most people need more than one reminder. You can download our save the date/invitation image from our website at [www.homesfirst.org/success-guide](http://www.homesfirst.org/success-guide).

### What to say in an invitation:

*Hi Jane,*

*Please join me for a fundraiser breakfast September 10 at 7:45am, supporting Homes First, a local nonprofit I'm passionate about. They provide the opportunity for our lowest of income community members to have a safe and healthy home they can afford. Homes First matters to me because (fill in your reason here). I hope you'll join me in supporting more affordable homes in our area.*

You can register guests today at this link: [homesfirst.org/heroes](http://homesfirst.org/heroes)

Registration QR Code>>

Right click to save to  
your device





## Guest Registration

As guests RSVP with you, please ask them to register online by thanking them and sending them the link and or QR Code. There are no physical tickets or costs, but [pre-registration](#) is highly encouraged.

This helps us plan the event (including securing enough breakfast *and coffee*) and communicate information directly with your guests. Guest registrations are requested by September 01, 2025 – but you don't have to wait that long! Register now and forget about it!

Sept 05 through 10<sup>th</sup> registration will still be possible but we'll need to handle the additions internally.

1. [Click here](#) to access our online registration form.
2. Fill out each field and submit the online form for EACH guest or collect your list (including name, phone & email) and send it along to Chyrs! [development@homesfirst.org](mailto:development@homesfirst.org) Please enter email and mailing information as requested. Homes First will use these to send thank-you's after the event.
3. Please keep a list of your registrations on your computer or fridge or desk, so you can track who you have already registered. You do not need to register your entire table at the same time.
4. If you need to remove a guest from your table, please email us at [development@homesfirst.org](mailto:development@homesfirst.org) with your name and the name of the guest to be removed.
5. You can continue to add new guests to your table through the [online registration page](#) until September 05, 2025.
6. After September 05, you can add new guests to your table by emailing the name & contact details of the guest(s) to [development@homesfirst.org](mailto:development@homesfirst.org)
7. Substitute Guests: You may substitute guests for those who cancel any time up to the day before the event. Please register these guests online through September 05, 2025 and email us any guest cancellations at [development@homesfirst.org](mailto:development@homesfirst.org).
8. Please call or send a pre-event reminder to your guests 1-2 days before the breakfast.
9. Please email [development@homesfirst.org](mailto:development@homesfirst.org) with any questions.

## Communication

Homes First will support your outreach by sharing event communications with you and your guests, including:

- **Guest List:** Homes First will email your guest list to you about two weeks before the event to make sure we have everything right.
- **Confirmations:** Homes First will send out a confirmation email to all registered guests prior to the event. The guest confirmation will include all important event information, like directions, timing and parking.
- **Handwritten Thank you Notes:** Homes First will mail thank you notes to all guests. We'd love to have you join us to write those notes if you are available. This happens on the same day of the event (09.10.25) from 1-4pm in our office. We provide beverages & snacks!
- **Email Thank you** from Homes First will send a sample thank you messages that we hope you will find helpful so you can ALSO thank your table guests via email!
- **Remember Those Who Did Not Attend:** We understand that sometimes life happens and people were not able to attend the event. Homes First will provide you with information to encourage your invitees who are not able to attend to make a donation in lieu of attendance. Your invitees that are not able to attend can still make a significant impact in the lives of our tenants by making a gift on our online donation page.





## FAQ

Just in case you have these questions but were too shy to ask:

Q: Do I have to register myself as a guest?

A: Yes please! Although we have you as a table host, it would make the final count easier if you included yourself in the registration. It's also good practice in case your guests are registering themselves and have any questions about the process.

Q: How many guests can be seated at my table?

A: Tables seat ten, so you will need to fill your table with nine guests and yourself. If you have more than nine guests, we will split your table and seat them at an adjacent table with another friendly table host.

We will send you a list of your registered guests closer to the Breakfast. If you have more than one table you can let us know which guests you will want to have seated at which table.

Q: Can I sign up to be a table host/Host for more than one table?

A: Yes! Just let us know the number of tables you will fill for the event, this helps to make sure your tables are right next to each other so you can interact with all of your guests. We'd love if you were able to also choose an honorary Table Host for the extra table(s). They and the others at the table will still count as your guest, but it helps you manage the donation envelope, and passing out pens and envelopes!

Q: Will there be a keynote speaker?

A: No. We chose to give more time to our tenants and presenters at our event. We find that approach is a more effective way to share our mission and our message in one short hour.

Q: Am I supposed to send my guests a registration link?

A: Yes. As a table host, you register your guests after they confirm they are joining you. However, you can also ask your guests to register online at this [link](#). Please make sure that only one registration is made to eliminate doubles in the system.

Q: How do my guests pay for the breakfast?

A: No one has to pay to attend the Breakfast. The event is free. However, the Breakfast is Homes First's primary fundraising event and during the program everyone will be asked to make a gift by filling

out their giving envelope. There are many options for giving, so there is a level or option that suits any wallet. Please make sure that your invited guests know that this is a fundraising breakfast with the goal of raising money to support Homes First's programs and services.

Q: Someone in my network wants to know how much they would be expected to donate. Is there a minimum expected donation?

A: There is no minimum expected donation. Homes First has a goal of raising more than \$100,000 for the breakfast. So if we do that math: 30 tables - each table would need to average \$3,333. There are many levels and options for giving to Homes First, we are confident that there is a gift level for anyone that wants to give a gift. You can share this response with your potential guest, and also share your personal goals for your own table's support.

Q: Why are you asking for my guest's mailing addresses and phone numbers when I register them? Can't I just give you mine?

A: While we send the majority of our pre-breakfast communication and reminders via email, we will send gift acknowledgments and thank you letters via postal mail. We will also make a thank you phone call after the breakfast. If you don't have a physical address or phone number for your guest, you might consider asking them to register themselves. We will never share or sell your information or that of your guests.

Q: Are the gifts made by my friends who cannot attend the Breakfast connected to my table?

A: Absolutely, if we know that your friend is connected to you! If you have friends, family, or co-workers that make a gift in-lieu of attendance, make sure they put your name in the comment field or indicate it in the mailed check, so we can connect the gift to you. You can also email [development@homesfirst.org](mailto:development@homesfirst.org) with your friends' name and we will make sure any donations they make are connected to your table.

Q: How can I see who I have already registered for my table?

A: Email us at [development@homesfirst.org](mailto:development@homesfirst.org) and we will send you the list of guests you have already registered. Closer to the breakfast we will send a guest list to each table Host so you can make sure the list is accurate and make any changes that might be needed. Sorry, we do not have a way for you to see your registered guests online at this time. We are working on it!!

Q: Can I make an annual pledge and pay it monthly?

A: Absolutely! Absolutely!. Gifts can be paid on a monthly basis, please just indicate on the giving envelope that you would like your gift to be paid in monthly installments. Guests will need to provide card information on the giving envelope they receive at the breakfast and indicate monthly payments (as well as a total amount for a pledge). Homes First will charge the provided envelope monthly over 12 months.

## What to Expect on the Day of the Event

Many table hosts are eager and at times anxious to learn what their responsibilities are at the Breakfast. You don't need to memorize anything. We will send it to you and have it waiting for you when you check in on September 10th.



### Doors Open at 7:30 am

- **Networking:** We start our event with a networking opportunity as soon as the doors open.
- **Check-in:** The registration table will have your name tag which will have your table number printed on it. Your table host package including giving envelopes for your guests, a checklist and a little thank you gift awaits you at your table.
- **Find your table:** Each name tag has the table number printed on it – and 'make it yours'!
- **Guests Arrival:** Greet your guests and have a wonderful time!
- **Have FUN:** Enjoy the time before the program – take a picture with your guests and share it on social media; grab breakfast and a coffee (served at 7:45am); mingle!
- **Program:** The program starts promptly at 8am! Encourage your guests to fill up their coffee and to be seated before the event starts!

### During the Program

- **Handing Out Gift Envelopes:** When prompted from the stage during the program by our presenter, you will pass out the giving envelopes and pens to the guests at your table.

**NOTE:** If one or more of your guests could not come, please either send the giving envelope to them with an 'I missed you note' or email them with the Donation QR Code. We will include a few blank envelopes and sticky notes in your packet.

Alternately, you may also write the note during the Breakfast, stick it onto the giving envelope (don't seal it!) and put it back into the Table Host packet and Homes First will send it for you.

- Please make sure that your guests fill in your name under 'table Host' on the giving envelope and their credit card information or include their check.
- Remind your guests to have their gifts matched by their employer! If guests brought a matching gift form, tell them to enclose it in the giving envelope.
- Gather all completed giving envelopes, with checks or credit envelope information and possibly matching gift forms and place in the large envelope.
- Close the large envelope and leave it on the table or turn it in at the registration desk on your way out.



## Thank you for your support!

Please use our templates and ideas here as you see fit. Call, text, email, Facebook use a combination, use them all! Tell them you are a Homes First supporter, partner, volunteer, or donor. Tell them how much they'll enjoy the breakfast and why it's important to support our programs for families, adults with developmental disabilities, Veterans, youth and so many more!

You can edit and personalize them as you wish. You know your network better than we do – share your story and your reasons for being involved. We just want to give you a head start.

We can do this! 30 Tables of ten and raising \$100,000 - be a part of the solution.

## Real Community Heroes Awards & Celebrations

Each year, after our Heroes for Housing Breakfast, we have a PARTY to celebrate the impact YOU have helped us achieve in our community and to recognize four of our Real Community Heroes for the work they have done in the last 12 months to make it possible for more people to have safe, healthy, and affordable homes.

We include amazing raffle baskets and a silent auction for this event so that we can cover our costs to host the party. There are also sponsorship opportunities available.

Official invitations go out after our breakfast but please mark your calendar now so you can join us at the Heritage Room, Octapas Restaurant.

**Friday May 1, 2026 - 5:30-7:30pm**

Hope to see you and your guests there to celebrate the people in our community – like you – who are Real Community Heroes!

