

**Hang this on your fridge or your desk to stay on track!**

### Getting Started

- Attend the Table Host Kick-Off on February 25<sup>th</sup> (or watch the recording if you cannot attend live).
- Mark [events@habitchicago.org](mailto:events@habitchicago.org) as a known sender so you don't miss any important communications.
- Join your Table's fundraising page first, before your guests (URL sent from [events@habitchicago.org](mailto:events@habitchicago.org)).
- Customize your personal and table fundraising pages.
- Use the social media kit to spread the word; encourage your table members to do the same (found at <https://my.habitchicago.org/AnnualBenefit2021/Static/fundraising-resources>)
- Set the goal to have your table filled as soon as possible, no later than May 13<sup>th</sup>. Each table should have at least 10 members (including you), but there is no max capacity since this is a virtual event.
- Make sure all of your table members have [events@habitchicago.org](mailto:events@habitchicago.org) marked as a known sender so they don't miss any key information.

### Ongoing

- Utilize the email templates provided to you to recruit guests, welcome new guests to your table, provide updates, and thank them after the event.
- When a new member joins your table, you'll receive an email notification. Please welcome all new members to your table!
- Send frequent updates to your table guests letting them know your progress; highlight members who are doing exceptionally well; organize group fundraisers and get-togethers as you see fit!
- Thank your donors; remind your table members to do the same.
- Monitor your table's progress and check in with any members who haven't gotten started with registration or fundraising.

### Event Date

- Share the link to the event broadcast on social media channels to help us reach more people!
- Remind your guests to tune into the event on May 20<sup>th</sup> from 12pm – 1pm CST. Organize a way to keep in contact with your guests throughout the livestream broadcast, such as a group text, email thread, or Slack channel.
- Enjoy the event and celebrate the difference you have made!

### Post-Event

- Thank your table for their hard work leading up to and during the event.
- Remind your table that fundraising is open until May 31<sup>st</sup> and the top table will receive a complimentary, celebratory build day on the Habitat Chicago construction site (up to 20 volunteers).