

Table Host Responsibilities and Important Dates

As a Table Host, you have agreed to fill a table of **10**, including yourself. Your table of **10** should include friends, family, neighbors and colleagues who will be inspired to donate.

Breakfast with a Side of Dissent is being held at the McNamara Alumni Center, 200 Oak Street SE, Minneapolis, in the Memorial Hall, on **Wednesday, October 12**. It will also be streaming live on Facebook and YouTube.

Registration and coffee begins at 7:15 a.m., the program begins at 8 a.m. and ends promptly at 9 a.m.

Important Dates/Responsibilities

- Now** **Brainstorm a list of people across your network who'd be interested in supporting the work of the ACLU.**
- From that list, identify 15-20 guests to invite to secure 10 confirmed guests (including you).
- August - September** **Begin personally inviting your guests.**
- Be sure to send the invitation and link to RSVP when you extend the invitations (see *sample invitation* script on the next page). If you'd like to receive printed invitations for your guests, please let Grace know at gallen@aclu-mn.org.
- RSVP link:** www.aclu-mn.org/events/breakfast2022
- Send the RSVP link** again to everyone who commits to attending and remind them to register. You are welcome to register your guests yourself or send your complete list to Grace (gallen@aclu-mn.org). Guests' first name, last name, an email address, and zip code are required to register.
- October 3** **RSVPs are due**
- If your table is not full at this point, we will fill the open seats with un-assigned guests.
Note: make sure you RSVP yourself!
- October 4- October 11** **Confirmation emails/calls**
- Email or call your confirmed guests reminding them about the breakfast (see *sample confirmation script* on the next page). Guests will also receive a reminder email from the ACLU-MN one-day prior to the event with important event information.
- October 12** **EVENT DAY!**
- Please try to arrive at the McNamara Alumni Center as close to 7:15-7:30 am as possible so you can greet your guests. Check-in at the Table Host table to receive your packet of pledge cards and instructions for the day.
- October 13 & 14** Call or email your guests to thank them for attending and ask them what they thought of the event (see *sample post-event thank you script* on the next page).

Table Host Sample Scripts

SAMPLE INVITATION SCRIPT FROM TABLE HOST TO POTENTIAL GUEST

"I am hosting a table at the ACLU of Minnesota's *Breakfast with a Side of Dissent* on Wednesday, October 12, 2021, at the McNamara Alumni Center. I'd like to share my passion for civil liberties by inviting you to join me as my guest. The event is a free, one-hour fundraising breakfast with the opportunity to learn more about the work and mission of the ACLU of Minnesota.

As this is a fundraiser, you will be asked to consider making a contribution however, there is no requirement to give. The breakfast is an hour filled with inspirational stories from ACLU clients, staff, and board members, and I hope it will inspire you to get involved. As much as anything, I'd like for you to come and experience just how urgent and necessary the ACLU of Minnesota's work is right now and for the future. I would be delighted if you would join!

The attached invitation gives you the details of where and when. RSVP online here: www.aclu-mn.org/events/breakfast2022, by October 3rd. When you RSVP online, select my name from the list of Table Hosts - this way you'll be seated with me. Also, before or after you RSVP, please let me know if you'll be attending. I hope to see you on October 12th.

p.s. If you're not comfortable attending in person, you can watch the event live at home. You can RSVP for the virtual portion at the same link above.

SAMPLE CONFIRMATION EMAIL SCRIPT FROM TABLE HOST TO GUEST

"Just wanted to remind you about the ACLU of Minnesota's *Breakfast with a Side of Dissent* on Wednesday, October 12, 2022, at the McNamara Alumni Center, from 8:00 – 9:00 am. I'm looking forward to seeing you at my table!

Check-in and coffee begins at 7:15 am and the event will start promptly at 8 am, so please plan to arrive early to check-in.

We are reserving a free breakfast for you; please let me know if your plans have changed.

You will be receiving an email from the ACLU of Minnesota with more detailed event information in the next few days. Thanks!"

SAMPLE POST-EVENT THANK YOU SCRIPT FROM TABLE HOST TO GUEST

"Thank you for being generous with your time by coming to the McNamara Alumni Center early Wednesday morning. I appreciate your willingness to learn more about the ACLU of Minnesota, an organization in which I believe in deeply.

If you have any questions about what you heard at the event or any feedback, please let me know.

I believe that the ability of the ACLU to pursue its mission of protecting the U. S. Constitution is a key to our ability to survive as a democratic nation, as envisioned by our founding fathers. Thank you for taking the time to learn more about how the organization pursues that mission."

Table Host FAQ's

- 1. Where is the breakfast?** McNamara Alumni Center, Memorial Hall, 200 Oak Street SE, Minneapolis. Registration and coffee begins at 7:15 a.m., the program begins at 8 a.m., and will end promptly at 9 a.m. The breakfast will also be streaming live on Facebook and YouTube.
- 2. What is Breakfast with a Side of Dissent?** It's a free one-hour fundraising event benefitting the ACLU of Minnesota Foundation. Table hosts will not be asking anyone for money. Near the end of the program, guests will be asked to consider contributing. They are under no obligation to give. Our goal is to inspire people to support the work of the ACLU of Minnesota.
- 3. When should I start inviting my guests?** Calendars fill quickly, so start inviting your guests at least a month before the event.
- 4. What if I have more than 10 guests who can attend or I can't fill my table?** If you confirm more or less than 10 guests at your table, please reach out to Grace at gallen@aclu-mn.org and we will happily work with you to accommodate your table(s).
- 5. What should I say when I invite my guests?**
We have included *sample scripts* for you to use (see page 2). We encourage you to add a personal touch by relating why you became involved with the ACLU of Minnesota.
- 6. What do I do next when a guests says "yes?"**
Thank them and email them this link: www.aclu-mn.org/events/breakfast2022, to register as soon as possible. You will have already sent them the link, which is included in the sample email, but it's always good to remind them to register online. If you'd like to receive printed invitations for your guests, please let Grace know at gallen@aclu-mn.org.

When they go to RSVP, they'll chose your name from a list so we'll know put them at your table. When you send out your invitations, please include the PDF invitation as well as the RSVP link. In the sample email, we suggest you tell invitees to let you know if they're able to attend either before or after they RSVP online.

You will be notified via email every time someone RSVPs to sit at your table. There may be some glitches so you will also be sent a weekly update of who has RSVP'd to sit at your table.
- 7. What if a guest can't attend but wants to make a donation?** Donations can be made online at www.aclu-mn.org/donate or the donor can mail in a check and send it to: ACLU-MN, PO Box 14720, Minneapolis, MN 55414.
- 8. Where should my guests and I park?** There is a parking ramp adjacent and connected by tunnel to the McNamara Alumni Center (University Avenue Ramp). The University Avenue Ramp entrance is on University Ave.
Directions to the University Avenue Ramp can be found here: <https://mac-events.org/directions/index.html>
- 9. Who should I contact with other questions?** Contact ACLU of Minnesota staff member Grace at gallen@aclu-mn.org. **Thanks!**