

Table Host Responsibilities and Important Dates

(Please read thoroughly and carefully)

As a Table Host, you have agreed to attend and invite guests to Breakfast with a Side of Dissent on October 8th. Our tables seat 8, but new this year, we encourage you to **bring the people and number most meaningful to you**. There is not a minimum or maximum. While giving at this event is not required, we encourage all table hosts to have a **goal to raise \$1,000 collectively at each table**. As our main fundraising event of the year, gifts made at Breakfast with a Side of Dissent contributes greatly to the work and impact created by the ACLU of Minnesota.

Breakfast with a Side of Dissent is being held at the **McNamara Alumni Center**, 200 Oak Street SE, Minneapolis, in the Memorial Hall, on **Tuesday, October 8**. It will also be streaming live on Facebook and YouTube.

Registration and coffee begin at 7:45 a.m., the program begins at 8:30 a.m. and ends promptly at 9:30 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, start by identifying 15-20 guests. Since not everyone on your list will be able to attend, it is important to reach out to as many people as possible.
- *Please be sure register yourself before you invite any guests. This ensures your name is included on the table host list for registration when your guests register.*
- 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).
- RSVP link:** aclu-mn.org/events/breakfast2024
- 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 Erika LaDousa (events@aclu-mn.org). Guests' first name, last name, an email address, and zip code are required to register.
- September 30** **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 1 - October 6** **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.

****Please be sure to keep this packet for reference.
Don't forget to add these dates to your calendar!***

October 8

EVENT DAY!

Please arrive at the McNamara Alumni Center between 7:45-8:00 am so you can greet your guests when they arrive. Check-in at the registration table to receive your packet of pledge cards and instructions for the day.

October 9 & 10

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 Tuesday, October 8, 2024, 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 contributing 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: aclu-mn.org/events/breakfast2024, by *September 30th*.

When you RSVP online, select my name from the list of Table Hosts - this way you'll be seated with me.

Please also make sure to let me know if you plan to attend.

I hope to see you on October 8th!

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 Tuesday, October 8, 2024, at the McNamara Alumni Center, from 8:30 – 9:30 am. I'm looking forward to seeing you at my table!

Check-in and coffee begin at 7:45 am and the event will start promptly at 8:30 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!"

****Please be sure to keep this packet for reference.
Don't forget to add these dates to your calendar!***

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 Tuesday 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.”

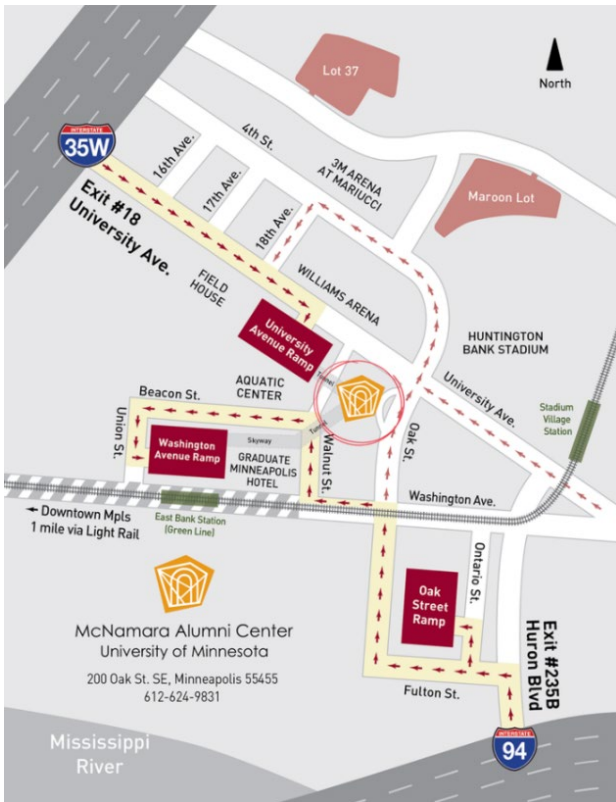
Table Host FAQ's

- 1. Where is the breakfast?** McNamara Alumni Center, Memorial Hall, 200 Oak Street SE, Minneapolis. Registration and coffee begin at 7:45 a.m., the program begins at 8:30 a.m., and will end promptly at 9:30 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 and there will be donation envelopes to pass around to your guests. **They are under no obligation to give.** Our goal is to inspire people to support the work of the ACLU of Minnesota. However, we encourage all table hosts to have a **goal to raise \$1,000 collectively at each table.** As our main fundraising event of the year, gifts made at Breakfast with a Side of Dissent contributes greatly to the work and impact created by 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 should I say when I invite my guests?** This packet includes *sample scripts* for you to use. We encourage you to add a personal touch by relating why you became involved with the ACLU of Minnesota.
- 5. What do I do next when a guest says “yes?”**
First, make sure you have registered to attend the breakfast.
Thank them and email them this link: aclu-mn.org/en/events/breakfast2024 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.
When your guests RSVP, they will choose your name from a drop down list. This is how we ensure your guests sit with you. Near the end of September, you will receive a list of your guests that have registered so far to ensure no one is missing before in-person *registration closes on September 30th.*
- 6. What if a guest can't attend but wants to donate?** 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.

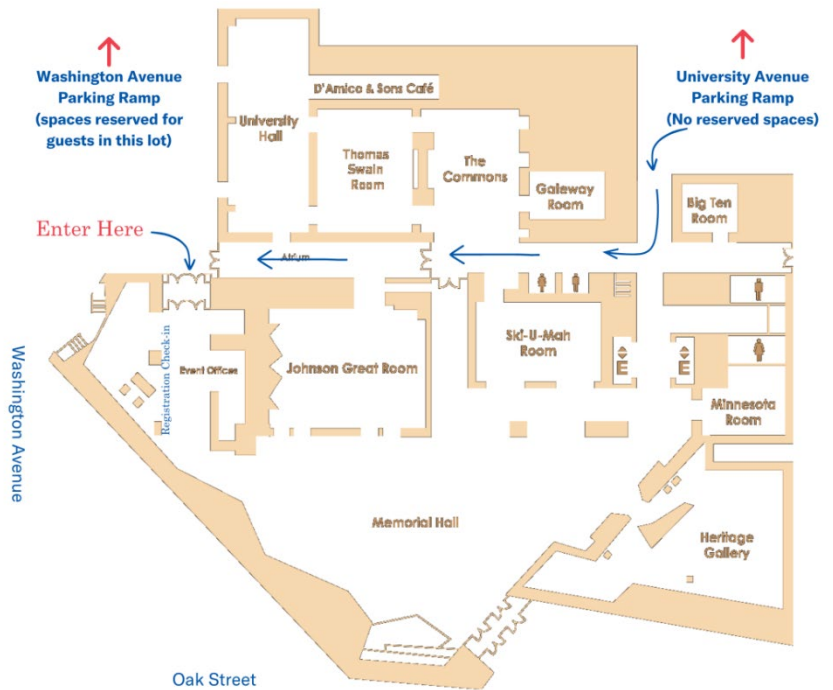
****Please be sure to keep this packet for reference.
Don't forget to add these dates to your calendar!***

7. **Where should my guests and I park?** The Washington Ave Ramp here is adjacent and connected by tunnel to the McNamara Alumni Center. There will be reserved spots in this ramp to ensure there is enough parking for Breakfast guests. The University Avenue Ramp is another option but will have no reserved spots. Directions to both ramps can be found here: <https://mac-events.org/directions/index.html>. This packet also includes maps for parking and finding the event space.
8. **Who should I contact with other questions?** Contact Events at events@aclu-mn.org. Thanks!

Parking Map



McNamara Map



****Please be sure to keep this packet for reference.
Don't forget to add these dates to your calendar!***