



**Habitat**  
for Humanity®  
of Morgan County

# Table Host Guide

Habitat for Humanity of Morgan County Annual Fundraiser,

## **The Hard Hat Event.**

**Friday, August 23, 2024**

DoubleTree by Hilton Decatur Riverfront  
1101 6th Ave. NE  
Decatur, AL 35601

The buffet opens at 11:15 a.m.  
Program Begins: 12:00 p.m..

**Register at: <https://bit.ly/45HybTk>**

**Table Host Video:**

**<https://www.youtube.com/watch?v=pdpXxgsTw-0>**

# table host welcome letter

We are excited to have you join us for the annual Hard Hat fundraiser. Thank you for agreeing to serve as a Table Host. The success of this event is made possible by You! We have made a step-by-step process to help *you* be successful!

Table Hosts are absolutely essential. It has been proven the majority of guests who attend fundraisers do so because they are personally invited by a friend, family member, or colleague serving as a Table Host.

This year, we will have 33 tables, each with one Table Host and seven guests.

We need your help! Here are some ideas for you as a Table Host:

- Are you a first-time Table Host? This is a wonderful opportunity to bring your friends and family members together to support a worthy cause!
- Co-host a table with a friend or family member, and together invite six guests.
- Do you have a desire to host more than one table? We can help you make that happen!
- Know someone who might like to be a Table Host? Give us their name and we would be happy to contact them.

Table hosts have simple responsibilities: invite and confirm the attendance of seven guests by August 17. All seats at the luncheon are free of charge. We want to host guests who care about this community.

If you have any questions, please email [development@morganhabitat.org](mailto:development@morganhabitat.org).

I appreciate your commitment to the Hard Hat Luncheon fundraiser!



# table host best practices

## Invite potential guests

**Start NOW!** Each table seats 8 people. It is considered best to begin with phone calls. Overflow guests (more than 8 per table) are welcome. Let us know in advance so we can have seats for everyone!

## Make it compelling

You are the reason your guests will come. Consider putting together a group of people who know one another, or who may want to meet one another. Tell them why you care about HABITAT FOR HUMANITY OF MORGAN COUNTY!

## Finalize your guest list

1. Call and confirm with each of your guests.
2. Email the sample confirmation email (provided on page 4).
3. Registration closes on August 13, 2024.

## Communicate expectations

Please make sure that your guests understand the Hard Hat Luncheon is a fundraiser and there will be an ask at the end of the program. Donations are 100% tax-deductible. Also, please remind your guests that their seats are free of charge.

## **August 13th, 2024 is the deadline for turning in your confirmed guest information.**

Please confirm all the requested contact information for your guests is accurate.

Add guests to your table through our signup website <https://bit.ly/3NxbMhC>



# key dates

# the invite

july

## JULY 15TH

Make sure you have invited your guests using your sample invitation on page four.

august

## AUGUST 1ST

Show the love! By August 1st, make it your goal to invite and follow up with 10 people.

august

## THURSDAY, AUGUST 13th

### Registration deadline!

Please register your guests by **AUGUST 13TH!** Be sure to double-check spelling and provide as many email addresses as possible.

### AUGUST 10TH - 22ND

Please call your guests personally to remind them of the event.

### AUGUST 22ND

We will send an email reminder to each of your guests.

### AUGUST 23RD

11:15 Buffet opens  
12:00 Program begins

### AUGUST 24TH

Please be sure to send a thank you email to all your guests.

A very personal invitation from you is the best way to ask guests to attend the luncheon. Think creatively about whom to invite and then make a phone call, send an email, or invite them over for coffee – use the best method for you and the guest you are inviting.

**Share your passion!** Tell your invitees why you have chosen to support Habitat. Have you volunteered on a construction site? Given financially? Attended a home dedication? Met a Habitat family? Share these stories with your friends, colleagues, and family members.

## sample email invite

I am honored to be hosting a table at the Habitat for Humanity of Morgan County's annual Hard Hat Luncheon fundraiser and I would love for you to join me.

In the coming year, Habitat is committed to providing more solutions, touching more lives, and revitalizing communities - solutions designed to break the cycle of poverty.

The luncheon is **Friday, August 23** at the DoubleTree by Hilton Decatur Riverfront. The buffet will open at 11:15 and the program will begin promptly at noon and conclude at 1:00 p.m.

The Hard Hat Luncheon raises critical funds necessary for individuals and families to obtain homeownership and provides a pathway to create family and community stability. Thank you for considering what level of support you would like to provide to Habitat for Humanity.

I sincerely hope you can join me in celebrating and supporting these efforts.

Warmly,

[Your name]

# FAQs & responses

## Is there a cost to attend?

No. The luncheon is Habitat's largest fundraising event of the year, but there is no cost to attend.

## How are the donations used?

Every dollar raised during the Hard Hat Luncheon goes toward building and future development.

Habitat for Humanity of Morgan County is a community-based low-income housing developer that has built, renovated, and repaired over 100 homes in Morgan County. Habitat builds houses affordably, using primarily volunteer labor. Habitat then sells each house to a working family in Morgan County, at cost, via a 30-year mortgage with 0% interest.

Habitat changes individual lives, enables working people to leave legacies, and stabilizes communities in Morgan County.

# sample follow-up emails

Your invitees have all said yes! Consider sending each them a calendar invite as a helpful reminder.

## sample confirmation email

**Subject:** Habitat for Humanity Hard Hat Luncheon

**When:** Friday, August 23, 2024

11:15 a.m.: Buffet opens

12:00 p.m.: program begins

1:00 p.m.: program concludes

**Where:** DoubleTree by Hilton Decatur Riverfront

Thank you so much for agreeing to attend the Hard Hat Luncheon with me!

Be on the lookout for additional information coming to your inbox soon. See you on August 23rd!

Sincerely,  
[Your name]

## sample thank you email

Dear [Guest's name],

Thank you so much for joining me at Hard Hat Luncheon. I hope you found the event inspiring and uplifting.

Thank you for partnering with Habitat to change lives by creating and preserving more affordable housing for families in Morgan County

Warmly,  
[Your name]