



Rebuilding Lives, Restoring Hope
Cornerstone's Breakfast Fundraiser
Tuesday, June 20 at 7:30-8:30 a.m.
Metropolitan Ballroom, Golden Valley

EVENT DETAILS

DATE: Tuesday, June 20, 2017 at 7:30-8:30 a.m.

CHECK IN: Registration begins at 7:00 a.m.

LOCATION: Metropolitan Ballroom– 5418 Wayzata Boulevard, Golden Valley, MN 55416

WEBSITE: www.cornerstonemn.org/breakfast

EVENT HASHTAG: #rebuildinglivesmn

TABLE CAPTAIN RESPONSIBILITIES

1. Invite and secure 10 guests (including yourself) to join your table at *Rebuilding Lives, Restoring Hope*, Cornerstone's Breakfast Fundraiser on Tuesday, June 20 at the Metropolitan Ballroom.
2. Attend the breakfast.
3. Personally thank your guests following the event.

TABLE CAPTAIN CHECKLIST

- Think of 15-20 people who support healthy families and safe communities and who you believe would be interested in supporting Cornerstone. Invite these people to the event to ensure you have a full table. If more than 9 guests confirm, we will gladly accommodate them at an adjacent table.

You may want to begin the conversation by explaining your relationship or involvement with Cornerstone and give a brief overview of what we do and then follow by saying:
“Cornerstone is holding a one-hour breakfast event. I'd like to invite you to join me as a guest at my table on June 20 from 7:30-8:30 a.m. This is a free breakfast for people to come and learn more about the extraordinary work Cornerstone is doing and ways to get involved. It's a fundraiser as well, so you will be asked to consider making a contribution; however, there is no minimum and no maximum gift requirement. As much as anything, I would like you to come and learn how Cornerstone is making a difference in the lives of victims of domestic violence, sexual violence and human trafficking and their children. I would be delighted if you would join me.”

- After your guests have confirmed, please send them the event invite by either emailing them a pdf version or mailing them a printed invitation.
- Invite the people who declined to attend a tour of Cornerstone. Contact Courtney Poja at courtneyp@cornerstonemn.org or (952) 884-0376 to arrange a date.

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TABLE CAPTAIN CHECKLIST CONTINUED...

- Email your guest list, including first and last name, employer, email and phone number to Jenna at jennas@cornerstonemn.org by Thursday, June 1. We will use the contact information you provide to thank your guests after the event.
- Call or email your guests a few days before the event to remind them. Table Captains who call to confirm have a much stronger attendance at the event.

SAMPLE SCRIPT:

“Thank you so much for being a guest at my table at Cornerstone’s upcoming breakfast event on Tuesday, June 20 from 7:30-8:30 a.m. I am looking forward to seeing you! Registration starts at 7:00 a.m. and the event will start promptly at 7:30, so please arrive a bit early to park and check in at the Metropolitan Ballroom. We have reserved a free breakfast for you, so please let me know if your plans have changed.”

- Arrive at the Metropolitan Ballroom by 7:00 a.m. on June 20 to check in at the registration table and receive your Table Captain packet including day-of instructions and pledge cards.
- Greet your guests as they arrive and enjoy the program.
- Distribute the pledge cards and envelopes to the guests at your table when the person on stage making the pitch cues the Table Captains. Then, set an example for your guests by filling out your own pledge card. Guests may be looking to you to see what to do.
- Collect completed pledge cards and envelopes at the end of the event and place them back in your large white envelope. Give these packets to Cornerstone staff at the registration table before you exit the event.
- Thank your guests for their support.
- Please call or email your guests to thank them for attending. Ask if they would like to come take a tour of Cornerstone and meet our staff. Note any feedback they have to report during your Table Captain survey.
- Complete the Table Captain survey sent to you via e-mail the week after the event.

YOU ARE CORDIALLY INVITED TO

*Rebuilding Lives,
Restoring Hope*

CORNERSTONE'S BREAKFAST FUNDRAISER

WHEN:

7:30 - 8:30 AM

TUESDAY, JUNE 20, 2017

WHERE:

METROPOLITAN BALLROOM,
GOLDEN VALLEY

FOR MORE INFORMATION:

JENNAS@CORNERSTONEMN.ORG

CORNERSTONEMN.ORG/BREAKFAST



CORNERSTONE

REBUILDING LIVES, RESTORING HOPE



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Metropolitan Ballroom, Golden Valley

TABLE CAPTAIN TIMELINE

- MARCH & APRIL Begin inviting guests (in person or via e-mail). Review emails from Cornerstone staff for to-do lists & Table Captain information.
- MAY 3 Join us for refreshments, socializing and an informal Table Captain training on Wednesday, May 3 from 5-7 pm at Cornerstone (1000 East 80th Street in Bloomington).
RSVP is required, please email or call Jenna to confirm: jennas@cornerstonemn.org or 952.646.6526.
- JUNE 1 **DEADLINE!** E-mail your guest list to jennas@cornerstonemn.org no later than Thursday, June 1. Please provide name, employer, e-mail and phone number for each guest.
- JUNE 12 **ABSOLUTE DEADLINE** to make guest changes at your table. If your table is not full, we will fill the open seats with unassigned guests.
- JUNE 16 & 17 Call your guests to thank them for their RSVP and to remind them about the breakfast on Tuesday of the upcoming week.
- JUNE 20 **EVENT DAY!** Table Captains arrive at the Metropolitan Ballroom no later than 7:00 a.m. to check in and pick up packets. At the end of the event, be sure to collect all pledge forms from the guests at your table and turn in your Table Captain packet before leaving.
- JUNE 20 & 21 Call or e-mail guests to personally thank them for attending. Ask guests what they thought of the event. Complete the Table Captain survey sent to you via email.



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FREQUENTLY ASKED QUESTIONS

Q: When should I start inviting my guests?

A: Start as soon as possible. It is never too early to get a date on people's calendars.

Q: Do I have to ask my guests for money?

A: Absolutely not. Table hosts invite guests to Cornerstone's breakfast. It is the job of Cornerstone to inspire guests to give during the event. Guests will be asked by the speaker to make a donation during the program.

Q: How many guests per table?

A: A total of 10 people can be seated comfortably at each table. If more than 10 people (including yourself seated at the table) accept your invitation, we will do our best to seat your guests at an adjacent table.

Q: What if most of the people I want to invite work during the time of the breakfast?

A: We know how valuable your time is and that of your guests. Many employers will allow some flexibility for their employees, considering the good cause they are supporting. We plan to stick closely to our agenda, which will enable most guests to be on their way out by 8:30 a.m.

Q: What if the people I invite want to know more about Cornerstone before the breakfast?

A: We would love for people to learn more about Cornerstone before the breakfast. Please contact Courtney at courtneyp@cornerstonemn.org or (952) 884-0376 to set up a time for you and/or your guests to have a chance to learn about Cornerstone's mission, meet staff and take a tour of our building.

Q: What if someone is unable to attend, but is interested in Cornerstone's work?

A: That's wonderful. Please provide Jenna Strank with their name and contact information and we will connect with them. We would love to invite them to meet with our program staff and tour our building.

Q: How much do my guests have to give if they attend the breakfast?

A: The breakfast is free for you and your guests. We hope your guests are inspired to make a financial contribution. There is no minimum or maximum gift requirement. Contributions of every size help us reach our fundraising goal.

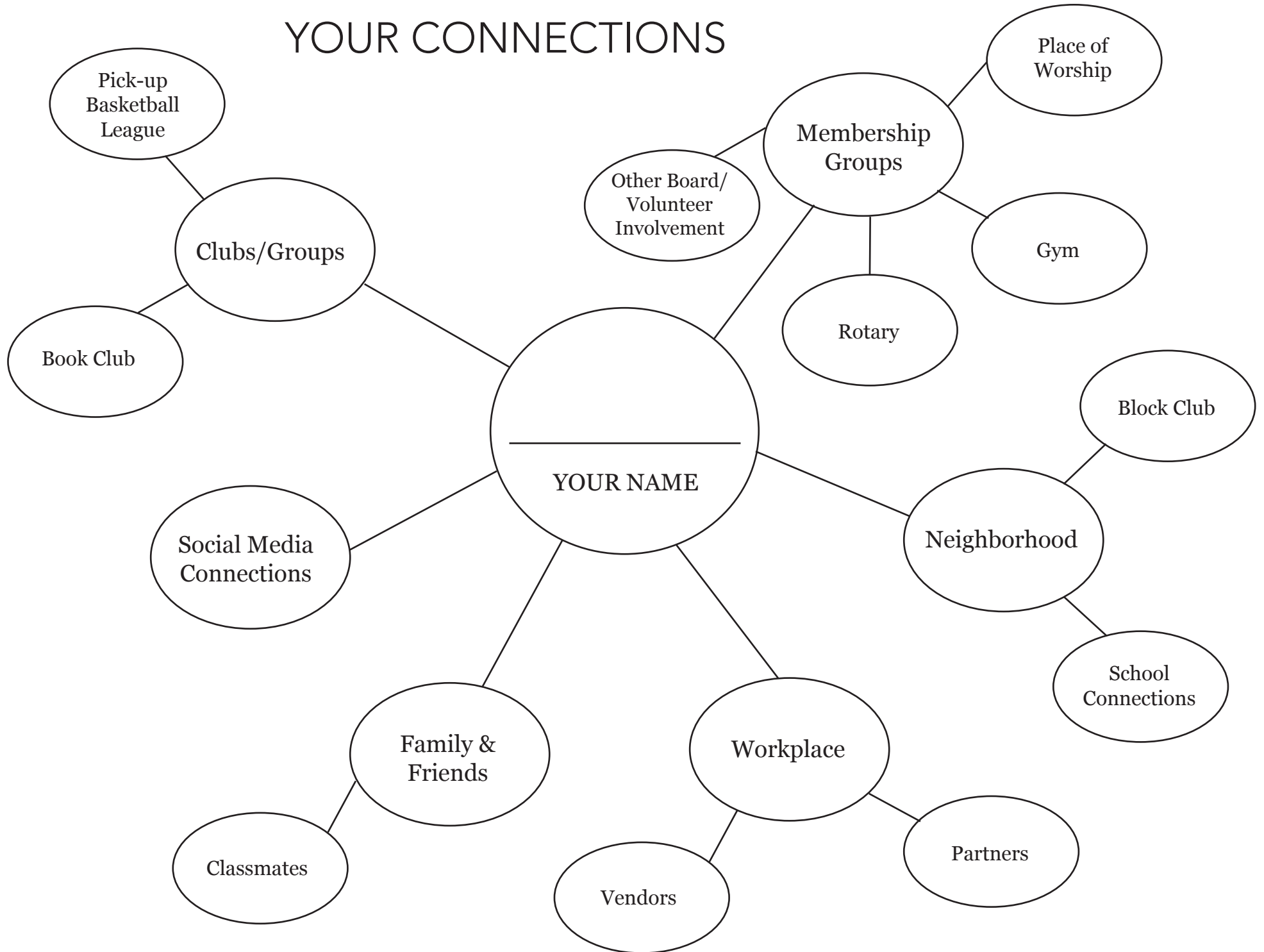
Q: What if I can't fill my table?

A: Consider all of your networks: neighbors, relatives, colleagues, church, groups and clubs. If you need support to fill your table please call Jenna at (952) 884-0376 before the June 1 deadline.

Q: Where do myself and guests park?

A: Ample, free parking is available in the lot surrounding the building. Please note that the entrance to the ballroom is located on the west side of the building.

YOUR CONNECTIONS





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Table Captain Name: _____

Guest's Name	Organization	Email	Phone	Phone Type
1.				<input type="checkbox"/> Home <input type="checkbox"/> Work
2.				<input type="checkbox"/> Home <input type="checkbox"/> Work
3.				<input type="checkbox"/> Home <input type="checkbox"/> Work
4.				<input type="checkbox"/> Home <input type="checkbox"/> Work
5.				<input type="checkbox"/> Home <input type="checkbox"/> Work
6.				<input type="checkbox"/> Home <input type="checkbox"/> Work
7.				<input type="checkbox"/> Home <input type="checkbox"/> Work
8.				<input type="checkbox"/> Home <input type="checkbox"/> Work
9.				<input type="checkbox"/> Home <input type="checkbox"/> Work
10.				<input type="checkbox"/> Home <input type="checkbox"/> Work

Please print legibly. This list is used to generate name tags.

Please e-mail your guest list to: jennas@cornerstonemn.org by Wednesday, June 1.
 If you need support to fill your table, call Jenna Strank at (952) 646-6526. Thank you!



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DRIVING DIRECTIONS TO THE METROPOLITAN BALLROOM

5418 Wayzata Boulevard, Golden Valley, MN 55416

Event entrance is located
on the west side of the building.

Parking:

Ample complimentary parking is available in front and back of the Metropolitan Ballroom. Please allow a few extra minutes for parking.

394 from the East:

Take 394 West to the Xenia/Park Place exit. Turn right on Xenia to Golden Hills Drive. Turn right on Golden Hills Drive and go one block to Turner's Crossroad. Turn right on Turner's Crossroad. The Metropolitan Ballroom is on the left, across from the Colonnade building.

394 from the West:

Take 394 East to the Xenia/Park Place exit. Turn left on Xenia to Golden Hills Drive. Turn right on Golden Hills Drive and go one block to Turner's Crossroad. Turn right on Turner's Crossroad. The Metropolitan Ballroom is on the left, across from the Colonnade building.

100 from the North:

Take Highway 100 North to 394 West. Take 394 West to the Xenia/Park Place exit. Turn right on Xenia to Golden Hills Drive. Turn right on Golden Hills Drive and go one block to Turner's Crossroad. Turn right on Turner's Crossroad. The Metropolitan Ballroom is on the left, across from the Colonnade building.

100 from the South:

Take Highway 100 North to 394 West. Take 394 West to the Xenia/Park Place exit. Turn right on Xenia to Golden Hills Drive. Turn right on Golden Hills Drive and go one block to Turner's Crossroad. Turn right on Turner's Crossroad. The Metropolitan Ballroom is on the left, across from the Colonnade building.