



REACH FAR
Dinner

November 5, 2011
6:00 p.m. – midnight

University of Hartford
Dinner, Silent Auction, Dancing and Entertainment
\$125 per ticket
Cocktail Attire

Emcee
Brad Drazen, NBC Connecticut News

Dear Table Captain:

Thank you so much for agreeing to serve as a Table Captain for the 2nd Annual Reach Far Dinner! This event is an important fundraiser for Covenant Prep and it is a great opportunity for us to educate and inspire people about our school and the young men who attend.

Table Captains are absolutely essential to the success of the Dinner! Many guests come because they are specifically invited by someone who truly cares about Covenant Prep and has committed to making this event a success: a Table Captain.

As a Table Captain, you are responsible for filling a table of ten, including yourself. Tickets cost \$125 each or a full table at \$1,250.

This packet is intended to provide you with tools to make your job easier and more enjoyable. Please feel free to contact Karen Connal, Development Director at 860-547-0289 or development@covenantprep.org at any time should you have further questions or need additional materials. Again, we thank you for serving as Table Captain!

Warmest regards,

Development Team

135 Broad Street • Hartford, Ct 06105 • Phone 860-547-0289 • development@covenantprep.org

Thank you for volunteering as a table captain for our 2nd Annual Dinner on November 5. Your help is critical to making this event a success.

Some guidelines to help you in your role as table captain are listed below. Please contact Karen Connal at development@covenantprep.org if you have any questions.

Prepare

Invite potential guests. We recommend you begin by making a list of all potential guests, including personal and business associates, who might have an interest in Covenant Preparatory School. Make it personal. The best invitation is the personal one. Invite your guests in person, by telephone or with a personal email. Give your guests more reasons to come. Tell them why you care about Covenant Prep.

Make Contact

List 20 prospects and decide what will work best for you and your prospects: an initial phone call followed by a letter or note, or a letter followed by a phone call. Don't wait – start early!

Communicate Expectations

This is an important fundraiser for our school. It is always best for you and your guests to understand that this is a fundraising event. You are inviting them because you believe in Covenant Prep and you would like them to learn more about our school and students. Tickets cost \$125 per person. Guests will also have the opportunity to participate in the silent auction and special appeal during the event.

Tables of 10

Table captains can either buy the table for \$1,250 then invite your guests to attend complimentary or you can have each guest pay on their own. Tickets can be purchased with check or credit card. Tables accommodate 10 people, so you'll need to find 9 others beside yourself. Due to the fact that some people end up canceling at the last minute, we suggest that you recruit 11 or 12 guests to fill your table. We will seat extra guests at a table near you, so don't worry if your guests are an exceptionally reliable bunch. When you arrive at the Reach Far Dinner you will receive your event booklet with your name, table number and bid number.

Return Forms no later than **October 5, 2011.**

Your Guest List containing the names and addresses of those who have accepted your invitation is as important to us as it is to you. Please ensure that the spelling of the names and the addresses are correct as we will be mailing thank you letters after the event.

Substituting Guests

You may substitute guests for those who cancel at the last minute; in fact, we encourage you to fill vacancies. We will have blank giving packets available for any last minute additions to your table. Please give us their contact information so we will be able to mail thank you letters.

Table Assignments

Table assignments will be given out to each guest when they pick up their program book. We will also have registration tables with a map of table assignments given to you on the day of the event. On your program book will be your name, table number and bid number.

Confirmed Guest List

If you'd like your guests to receive a formal or email invitation from the development office, please let us know.

Table Captain

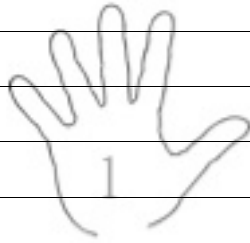
Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____

Email Address: _____



I am paying for a table of 10 for \$1,250 Each guest will register on their own

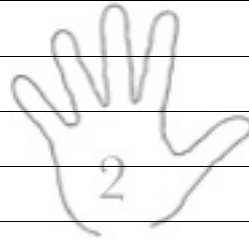
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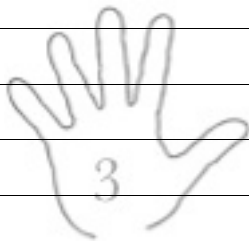
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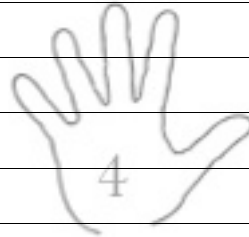
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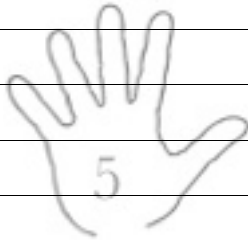
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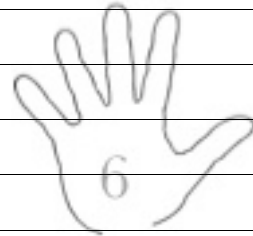


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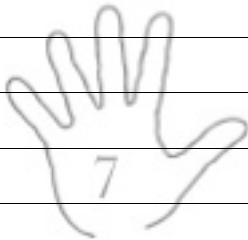
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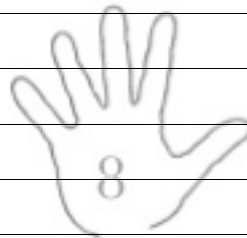
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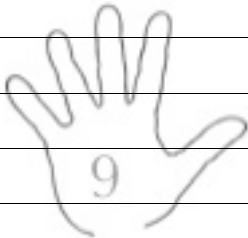
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