



Stirrup Hope
2018

Table Captain Responsibilities

Before the Event:

Invite guests to fill a table of 8-10 at Stirrup Hope. Email invitations to guests the week of **January 15th-19th**.

Personalize: Invite guests by phone, email or in person, who may be familiar with or interested in Quantum Leap Farm and our mission.

Inform guests about the style of the program and that an “ask” will be made. Since the nature of this event is slightly different from traditional fundraising events, please give guests additional details: valet parking, live music by Ocean Road Band, loose dirt arena, open bar and casual country dress attire.

Return the final Guest List to Sarah@QuantumLeapFarm.org by **Friday, February 9, 2017** with all contact information completed.

Remind: Call your guests one week prior to the event, to remind them of the date, time and location; please encourage guests to arrive on time for parking convenience.

During the Event:

Arrive at 5:15 p.m. on the day of the event, March 3, 2018 at Quantum Leap Farm. Please check in at the registration table to receive your name tag and table number.

Greet and welcome your guests as they arrive. Remind them of their table number and the schedule for the evening.

Guide: Instructions will be given during the “ask” portion of the program regarding when to distribute forms and envelopes to your guests. Please complete your form in order to help give your guests direction during this portion of the program.

Collect the forms and envelopes at the end of the program and place them in your Table Captain envelope. The QLF staff will come by and collect the envelopes.

Thank you for your commitment to Quantum Leap Farm and our mission!