



BREAKFAST for the ARTS

Friday, May 26, 2017

Arrival: 6:45 a.m.

Program: 7:30 – 8:30 a.m.

Embassy Suites Hotel and Concord Convention Center

Specific Host Responsibilities:

Due Friday, January 27, 2017 – JUST SAY YES!!! Head Start for Returning Hosts.

- Inform [Natasha Benjamin](#) at the arts council that you will serve as a 2017 host and she will send you your 2016 guest list.

Begin Calling Friends and Confirming Guests

- Personally contact friends and colleagues to invite them to learn more about the Cabarrus Arts Council at our free fundraising Breakfast for the Arts at the Embassy Suites Hotel and Concord Convention Center.
- Try to invite only one member of a couple. This gives us the opportunity for a greater number of donations.
- **Please let them know that you have not paid for the table – it is free to all.** Some fundraisers raise money through table “sales” and guests need to know that no one pays for them to attend – giving is up to each guest.
- Be sure to tell your guests that they will be asked to contribute, but that there will be no minimum and no maximum amount. It is *our* job to inspire them to give. If they ask how much they should give, tell them that they can make that decision at the breakfast – do not suggest a specific amount.

Due Monday, February 27, 2017 – Send Guest Names and Contact Information to the Office. We will be asking for new hosts on February 21, and this will claim your guests.

- Give the Cabarrus Arts Council a complete list of names, addresses, emails and phone numbers of the individuals who have agreed to sit at your table. Please email your list to Natasha@CabarrusArtsCouncil.org or fax to 704-652-0660.

Monday, May 15, 2017 – Send a Reminder Email to Your Guests

- We will send you a confirmation email with your final guest list, their contact information and event registration information for your guests.
- Send your guests a personal email reminder letting them know that you are looking forward to seeing them in approximately two weeks at the Breakfast for The Arts event on Friday, May 26, 2017. They should arrive at 7 am to register.

Tuesday, May 23 or Wednesday, May 24, 2017 – Final Reminder to Your Guests

- Place a **reminder call** or email to your guests. This is *the key* to getting your guests to the event! Other than inviting your guests this is your most important role in the breakfast!

Friday, May 26, 2017 - THE BREAKFAST

- 6:45 a.m. – Arrive at the Embassy Suites Hotel and Concord Convention Center in time to register, find your table and your packet, and be there to greet your guests.
- Stand at your table so that your guests can find you. Guests begin arriving at 7:00 a.m.
- Wait to distribute pledge cards to your guests until the *end* of the breakfast, when you are instructed to do so. The reason for this is that the entire breakfast is carefully orchestrated to inspire generous giving – if they fill out pledge cards early they are likely to give less.
- *Collect the pledge cards in the white envelope when you are instructed to do so.*
- **Give the pledge cards to an arts council representative before you leave.**

Benefits and Opportunities of Being a Table Host:

- You ensure the future of the arts in Cabarrus County
- You bring professional cultural arts performances to every school child, K-12
- You make Cabarrus County more attractive to individuals and businesses
- You support outstanding gallery exhibitions, Davis Theatre performances, and outdoor concerts