



PRAYER BREAKFAST 2017

TABLE HOST RESPONSIBILITIES

Thank you for showing your dedication to CLA-LA by hosting a table for us! We are thrilled that you have volunteered to help make our Eleventh Annual Prayer Breakfast a success, and look forward to sharing what God is doing at CLA-LA with your guests.

Please read these Table Host responsibilities carefully and contact us at pb2017@cla-la.org if you have any questions or concerns.

Before the Prayer Breakfast

Each table host is asked to **fill their table of 10** (you & 9 guests). This is a great opportunity to introduce people from different social and work circles to CLA-LA! We have provided background information about CLA-LA as well as an invitation with suggested language for you to use.

Your guests should RSVP to you directly. As a table host, you will submit their information via the **PB2017 Sponsor & Table Host Portal** at <http://www.cla-la.org/pb2017sponsor> or by emailing pb2017@cla-la.org.

You will need the following information for each guest:

- Full Name (for name tag)
- Affiliation, if desired (for name tag)
- Childcare needs, if any

If for any reason you cannot commit to filling your table, please let us know **by October 20** so that we can release your extra seats.

After you submit your guest information, you will receive PDF tickets for all of your guests. *These are courtesy tickets and are not required for admission.* However, feel free to print and/or distribute the tickets if your guests would appreciate them.

Day of the Prayer Breakfast

If you have any questions or issues, flag down a prayer breakfast volunteer with CLA-LA lanyards around their necks.

- Check in at the registration table by **8:45 a.m.** to receive your name badge. Mention you are a Table Host to receive your envelope of pledge sheets and pens.
- Greet your guests as they arrive and enjoy the breakfast!

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- When the speaker verbally cues all Table Hosts, please **distribute the pledge cards and pens to guests at your table.**
 - During the time for giving, the “Contribute” form can be filled out with each guest’s donation. On the back side, you can point out that your guests can sign up to serve in other ways as well.
 - Gather all pledge sheets at the end of the event, and put everything into the envelope.
 - A prayer breakfast volunteer will come around to each table and collect these envelopes.
 - If the prayer breakfast volunteers miss your table, make sure that the envelope gets to Gary Maeder or Susan Vincent at the end of the breakfast.

- Thank your guests for their support! Make sure they know how grateful we are for their attendance and support of CLA-LA.

- As you leave the room, know that you are a vital part of this ministry providing hope and justice to the people of Los Angeles.

We are so thankful for you at CLA-LA!
This Prayer Breakfast would not be a success without you!