

**Event date: May 13, 2020**

**Networking | 11:30 a.m. Lunch & Program | 12:00 p.m.**

## Before the Event

- Fill your 10-top table.** Invite 14 confirmed guests knowing that an average of five guests will be unable to attend after accepting your invitation.
- Introduce your guests to VOA.** Invite your guests to a Journey. Or we can bring the tour to you or your work-place. You can also invite them to volunteer with us!
- Submit your guest list.** Submit your list of confirmed guests and their contact information to Jamie Ogles Slye by April 27<sup>th</sup>.
- Remind your guests.** One week before, on May 8, call or text and remind your guests about the luncheon.
- Share the VOA Luncheon invitation.** When someone accepts your invitation to attend the Luncheon, share the invitation electronically or mail it to their home or work.

## Day of the Event

- Arrive early.** As host, please arrive at the The Refinery by 11:15 a.m. and check in at the table host registration table.
- Locate your Table Host materials at your table.** Each table host will receive a bag with pledge forms, pens and a manila envelope.
- Help us reach our fundraising goals.** Pass out the pledge forms when prompted and set an example by completing your form. Every gift of time, treasure or talent made makes a significant difference to VOA programs.
- Return the envelope to Table Host assistant.** Make sure to collect envelopes and return the envelopes to your table host assistant or table host registration.



Addiction recovery services for pregnant & parenting moms



Support for people with intellectual & developmental disabilities

## Who should you invite?

Invite friends, colleagues, neighbors and family members you believe will share your passion and take action to improve our community.

**Let your guests know that the event is a fundraiser.** We want them to learn about VOA and be inspired to contribute financially or become involved in another way.

## Why do we confirm 14 guests if the table only seats 10?

We typically have attrition due to last-minute work and personal commitments or emergencies. Don't worry, if all 14 can make it, they will have a seat at a neighboring table.



HIV testing, education and prevention services for people with HIV/AIDS

## What should you share with your guests?

**What is Volunteers of America Mid-States? Who do we serve?**

Volunteers of America Mid-States is one of our region's leading nonprofit agencies and reaches 25,000 people annually through more than 40 human service programs in Kentucky, Tennessee, West Virginia and Clark and Floyd counties in Indiana.



Homelessness prevention for veterans and their families

Feel free to ask questions or meet with us in person.

Jamie Ogles Slye at (502) 650-4221 or [JamieO@voamid.org](mailto:JamieO@voamid.org)

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