

Table Host Job Description

Before the Breakfast:

- A. Attend one of the Table Host Orientation Meetings on March 19, 2014 at Flag Plaza Scout Center. Times: 5:30 pm and 7:00 pm.
- B. The role as table host is to ensure that you and seven other friends or business associates attend the Friends of Breakfast on April 29, 2014.
- C. Develop a list of 12 - 14 prospects, to ensure you will fill a table. All prospects should have the ability to make a minimum pledge of \$250 or more in support of Scouting in the Laurel Highlands Council during 2014. **Submit Breakfast Prospect Form no later than March 24, 2014.**
- D. An invitation to be your guest at the Breakfast will be mailed to your 12 – 14 individuals on *March 26th*. On specific date begin contacting prospects to confirm their attendance at the Breakfast or secure their gift if they will be unable to attend. It is important to ASK prospects who can not attend for a pledge, so that you can add their gifts to the totals at the Breakfast.
- E. Your Staff Advisor will be in weekly contact with you to receive an update on attendance. **A final count will be needed by *April 21, 2014***

At the Breakfast:

- A. Stop by the table host registration area when you arrive at the Breakfast. You will receive your report packet, pledge cards and table number there.
- B. When instructed by the Breakfast Chairman you will distribute pledge cards and pens to those sitting at your table, complete your card and then collect all cards. Blank cards will be in each packet if you need them.
- C. Place your table's completed cards in the report envelope, and hold it up when all cards have been turned in.
- D. A staff person will be by your table to pick up your completed packet and bring it to the accounting room.



 **PNC** *Presents*

ANNUAL FRIENDS of SCOUTING BREAKFAST

Supporting the **BOY SCOUTS OF AMERICA**
in the **LAUREL HIGHLANDS COUNCIL**

TUESDAY **APRIL 29** 2014

FAIRMONT HOTEL
510 MARKET STREET

7:00AM Coffee & Registration
7:30AM Breakfast

★ **KEYNOTE SPEAKER—ROBERT O. NUTTING** ★

CHAIRMAN OF THE BOARD, PITTSBURGH PIRATES
CEO OF OGDEN NEWSPAPERS



CHAired BY

SY HOLZER
President, PNC Bank, Pittsburgh



&

SCOTT CUNNINGHAM
Regional Managing Director, PNC Wealth Management

