



Thank you for considering hosting a table at our upcoming Changing Lives Gala on Friday, June 7th, starting at 6:00 pm at the Jayhawk Club in Lawrence, KS. We're excited to party, and we know you are too!



The Table Hosts are the **MOST ESSENTIAL** element in ensuring the success of the event. As a Table Host, you will fill a table of 10-12 people, including yourself. We recommend you begin by listing all potential guests, including personal and business associates interested in our program.

In order to have a full table of 10-12 people on the day of the event, we ask that you pre-confirm 10-12 guests (don't forget to include yourself in the count)! The more personal the invitation, the better. We advise inviting people in person or by telephone, then confirming by mailing them one of the *Save the Date* cards you'll find in your packet of materials. Once your entire list has been submitted to Ballard staff, we will provide you with event tickets for each of your guests that includes your table name for you to mail or hand deliver. Finally, please plan to call your guests once more about a week before the event to reconfirm.

If you can host a table, please email your confirmed guest list (included in this packet) to our office by Thursday, May 9. Please feel free to contact Kyle Roggenkamp by calling or texting 785-764-0878 during business hours. You can also email him at kyle@ballardcenter.org at any time should you have further questions or need additional materials.

Again, thank you for serving as a Table Host! Your support directly impacts the lives of children and their families in our community by providing them with a high-quality early education and offering basic life assistance to those in need.

Script for Inviting Guests

Important info to know before you reach out...

Name of Event:

The Ballard Center Changing Lives Gala

What:

An opportunity to support the mission and work of the Ballard Center while having a wonderful evening of dinner and drinks

When:

Starts at 6:00 p.m. on Friday, June 7th, 2024

Where:

The Jayhawk Club in Lawrence

1809 Birdie Way

Lawrence, KS 66047

Please Note:

The Gala is a bill-me-later event. Meaning, guest lists are gathered ahead of time for billing purposes and your guests can come, have fun, support Ballard's incredible work, and leave without waiting in line to make a contribution.

How to start-

You may or may not know how important the Ballard Center is to me. (*Share personal stories if needed.*)

I would like to invite you to sit at my table for an evening of fun that introduces you to the Ballard Center and the work they do to help children and families in our community. The goal of the event is to raise awareness and support from those in our community inspired by Ballard's work, and to spread the word about Ballard's incredible impact on people's lives. The Gala is an incredibly fun environment for guests, and the evening provides people with an unforgettable, succinct presentation of Ballard's extraordinary work.

As my guest you will receive an amazing complimentary dinner, drinks, and dancing and an opportunity to provide meaningful support for families right here in the Lawrence community. Although there will be an ask for donations, there is no requirement that anyone give financially at the event. However, I believe once

you find out more about what Ballard does, you will be inspired to give just as I have.

Would you like to be my guest at this event?

If they say “yes”: Great! Thanks! I’ll mail a reminder card with the date and time for you, as well as other reminders in the upcoming weeks about the event. Let me make sure that I have your current address and email (*complete the guest list form*)

Thanks again! You will have a great time, and if you’d like to find out more about the Ballard Center I recommend going to their website at www.BallardCenter.org or Facebook page to see their amazing work!

If they say “maybe” or want time to consider: Okay! I can absolutely give you some time to think it over! Is it okay if I check back in with you in about a week? Say * (*LIST SPECIFIC DATE SO THEY COMMIT*)? * Also, is there any more information you need from me?

If they say “no”: Thanks for considering it. I’m sorry you won’t be able to be my guest. Maybe we can get together next year and enjoy the Gala. Thank you for your time and please check out Ballard’s website to learn more about their incredible work.

If they have a time conflict with the event: I’m sorry to hear that. I’ll certainly consider inviting you next year. And if you would still like to help the Ballard Center, I know people can make financial donations online through their web site.

*****Be sure to practice this several times and interject personal information. People always connect to fundraisers better if they know you have a story! *****



TIP SHEET FOR RECRUITING GUESTS



Remember the cause!

You are asking your friends, family, and co-workers to help Ballard Center provide an affordable, high-quality, early childhood education program and essential basic life assistance to low-income families and individuals in need. Your request is on behalf of the thousands of people Ballard helps each year. Please note that *Changing Lives* is the single largest source of un-restricted funds and raising community awareness for Ballard.



Use the phone!

If you don't see a potential guest in person, try giving them a call or texting them!



Use your computer!

This is the easiest way to recruit guests. Use your social media platforms like Facebook, Twitter, or Instagram to gain support without ever picking up the phone or getting in your car. Be sure to explain how Ballard is child focused but also helps individuals and families in our community. Explain how they can make a difference in the lives of their Douglas County neighbors and associates by coming to the event and supporting the work being done at the Ballard Center.

Create a list of potential guests...

**Invite
Everybody**

Here are a few possibilities:

Family	Friends	Neighbors	Doctor
Attorney	Teachers	Dentist	Co-Workers
Plumber	Hairstylist	Clients	Classmates

What is the **#1** reason people don't get involved?

Answer: It is because they are not asked!

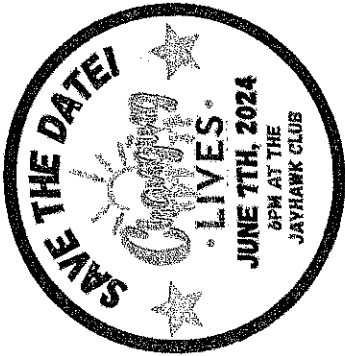


TABLE HOST GUEST LIST

Please email this to Kyle@ballardcenter.org
or mail to Ballard Center P.O. Box 7
Lawrence, KS 66044

DUE BY: Thursday, May 9, 2024, at 5:00 PM

Table Host: _____

Table Name: _____

Phone: _____ Email: _____

Guests:

	First Name	Last Name	Email	Phone	Address
1					
2					
3					
4					
5					
6					
7					
8					

9							
10							
11							
12							