



2024 DREAM BUILDERS BREAKFAST **TABLE CAPTAIN FAQ'S**

1. *Do you have to buy a ticket to attend the event?*

There is **no paid ticket** to attend the event. Through generous donations of sponsors, the cost of the event is covered. Thus, any donations you provide can help support Muncie Habitat's operation directly.

2. *Is there a minimum donation goal amount to be raised per table?*

Yes. Again, while there is no ticket cost to attend; we're asking each table to raise at least \$500 for the event. While we are greatly appreciative of donations and pledges beyond \$500; we're challenging each table to at least hit that minimum goal.

This minimum fundraising amount is due to the rising costs of building houses and doing critical home repairs.

3. *What is the date and time of the Muncie Habitat for Humanity Dream Builders Society Breakfast?*

Thursday, April 18th. The breakfast buffet opens at 7 a.m., and the program will begin promptly at 7:30 a.m. and will conclude no later than 8:30 a.m.

4. *Where is the event held?*

Horizon Convention Center (Delaware Room), located at 401 S. High Street, Muncie. Parking is available for FREE in the parking garage behind the building.

5. *How many seats are at a table?*

Eight. Table Captains will be seated with their seven guests.

6. *When should I begin inviting my guests to the event?*

We suggest you begin asking your guests as early as possible. You can personalize the email-able invitation and encourage your guests to mark the date on their calendars.

7. *When do I need to get the names of my guests to Habitat?*

Muncie Habitat will need all Table Captain guest lists **no later than Friday, March 15th**. Guest lists can be dropped off at 1420 S Hoyt Muncie, IN, or emailed to Stacey Denny at sdenny@munciehabitat.org.

8. *What if I cannot fill all the seats at my table?*

Please note open seats at your table when you turn in your guest list. Muncie Habitat may be able to fill open seats.

9. *Do I need to remind my guests before the event?*

Yes, while Muncie Habitat will be sending out reminders, it is also helpful for table captains to remind guests as well.

10. What if my guest list changes before the event?

We recognize that changes to guest lists are inevitable. Please try to fill any cancellations with other guests. Please report all changes to your guest list (once you've submitted it) to Stacey Denny at 765-286-5739 ext. 1004 or sdenny@munciehabitat.org. This is important as we prepare personalized information for each guest in attendance.

11. What if a guest cancels before the event or on the morning of the event?

Please try to fill open seats with other guests. Please report any changes or open seats you cannot fill to Stacey Denny at 765-286-5739 ext. 1004 or sdenny@munciehabitat.org any time leading up to the day of the event.

If you learn of cancellations on the day of the event, please report them to the Habitat staff at the check-in table outside the Delaware Room. We may be able to utilize these open seats.

12. What are Table Captains expected to do the morning of the event?

First and foremost, we hope you enjoy socializing with other supporters of Muncie Habitat as well as meeting new folks!

Table Captains will check in with Habitat staff at the tables in the hallway outside the Delaware Room upon arrival to receive your Table Captain packet. Each Table Captain will receive an envelope to record attendance at your table and for collection of guest envelopes as instructed during the program. These envelopes should be returned to Habitat staff members located at the doors of the Delaware Room as you leave the breakfast.

13. What is the dress code for the event?

Business, business casual, or normal work attire

14. What time should Table Captains plan to arrive?

We recommend Table Captains **arrive promptly at 7:00 a.m.** to collect your packet, locate your table, and be prepared to welcome your guests as they arrive at your table.

15. When should my guests arrive?

We recommend 7-7:15 a.m. to allow them enough time to locate their table and get their breakfast from the buffet before the program begins at 7:30 a.m.

16. What if a guest has a dietary restriction?

Please let us know ASAP.

17. Who do I contact if I have questions from now until the event?

Habitat's primary contact for Table Captains is Stacey Denny at 765-286-5739 ext. 1004 or sdenny@munciehabitat.org. You may also contact Kyle at kpierce@munciehabitat.org.

18. Is there anything Table Captains need to do after the breakfast ends at 8:30 a.m.?

Table Captains should note guest attendance at their table on the Table Captain envelope. Table Captains should ensure that all guest envelopes are collected and put in their Table Captain envelopes. These envelopes should be turned in to Habitat staff members stationed at the doors as you exit the Delaware Room.