



53RD ANNUAL NCCJ BROTHERHOOD/SISTERHOOD  
CITATION AWARD DINNER  
Wednesday, November 13, 2019

## **NCCJ Citation Award Dinner Table Captain 101 + Toolkit**

Thank you for becoming a Table Captain at NCCJ's Annual NCCJ Brotherhood/Sisterhood Citation Award Dinner! Each November, we gather to celebrate and uplift diversity and inclusion in our community and honor local leaders for their extraordinary efforts to build a better community for all of us.

### **Table Captain 101**

As a Table Captain, you'll host a table of 10 individual ticket holders (including yourself!) Table Captains are recognized in the dinner program and on lists of sponsors and supporters. Your responsibilities are:

1. Purchase your own ticket
2. Reach out to people in your network (friends, colleagues, neighbors, people you know from a book club or the gym), inviting them to get a ticket and sit with you
3. Act as the "point person" for your table, making sure the NCCJ staff know the names of the other guests at your table.

## Table Captain Toolkit

Filling your table is simple. Just follow these 3 steps:

### Step 1: Map Your Network

Mapping your network is the first step in filling your table. Ask yourself, who in your personal community might support NCCJ's mission and would enjoy attending the dinner? Your community might include:

- Colleagues, friends, and neighbors
- Fellow congregants at your house of worship
- People in your Rotary or Kiwanis club
- People in your book club or yoga class
- People you play sports with (e.g. golf, racquetball)

### Step 2: Invite Your Network to the Dinner

Here's a sample email you can use to invite people to the dinner (feel free to edit and make it your own!):

I'm writing to extend a personal invitation to you to join me at the NCCJ's Brotherhood/Sisterhood Citation Award Dinner on Wednesday, November 13, 2019. I'm honored to be serving as a Table Captain for this event and would love the pleasure of your company at my table on this important evening for our community.

The Citation Award Dinner brings people together people from across the Triad – people who value diversity and inclusion and want to help support

NCCJ's work of building a more just and compassionate community for all of us. I would love for you to join me in supporting this cause.

Will you reserve your ticket and join me at my table? Tickets for the dinner are \$150; all the proceeds from the event go towards NCCJ's mission of building communities free of bias, bigotry, and racism. Please consider breaking bread with me as we work towards the day where this mission is a reality.

Here are the details:

*What:* Brotherhood/Sisterhood Citation Award Dinner

*When:* Wednesday, November 13; reception @ 5:45, dinner and program @6:45

*Where:* Koury Convention Center – Guilford Ballroom

*Attire:* Business Casual

*Tickets:* Tickets are \$150/person and can be purchased online ([click here](#)) or by sending a check to NCCJ at 713 North Greene Street, Greensboro, NC 27401. (Let them know you'll be sitting at my table!)

### **Step 3: Confirm Your Guests**

Once you've confirmed the guests at your table, share their names and contact information with Gloria at NCCJ ([ghoover@nccjtriad.org](mailto:ghoover@nccjtriad.org) or 336-272-0359 x 160.)

She can help your guests purchase their tickets, and as we get closer to the Citation Award Dinner she'll share reminders and important details with them (like your table number.)

**Questions?** Contact Gloria at [ghoover@nccjtriad.org](mailto:ghoover@nccjtriad.org) or 336-272-0359 x 160.

