Thank you for your commitment to host a table for Denver Scholarship Foundation’s (DSF) Bright Futures Breakfast. This event will help DSF advance our mission to inspire and empower Denver Public Schools’ (DPS) students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge, and financial resources essential for success.

As a Table Host, you are a key component to the success of this event by actively inviting your network of friends, family, neighbors, and colleagues to learn more about DSF. Our intention is to make this commitment easy for you, so we have compiled this toolkit with information to assist you with the Table Host process and responsibilities.

**Table Host Toolkit**

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**DSF Bright Futures Breakfast**

**Date:** April 14, 2020  
**Check-in and Networking:** 7:00 a.m.  
**Breakfast and Program:** 7:30 to 8:30 a.m.  
**Location:** History Colorado Center, 1200 Broadway, Denver, CO 80203  
**Cost:** Free to attend. Guests are encouraged to make a donation to support DSF.

**Goals of DSF Bright Futures Breakfast**
The goals of the Bright Futures Breakfast are to introduce community members new to us to DSF’s mission and to raise funds for the essential work of supporting Colorado’s future leaders. Please take these goals into consideration when thinking about who you would like to invite to the event. We encourage you to invite your connections that may not be as familiar with DSF yet or you think might want to be more involved in supporting education.

**Table Host Responsibilities**

As a Table Host for the DSF Bright Futures Breakfast, you commit to:

- Filling a table of nine (9) guests (including yourself) who may have interest in making education more accessible. We will seat one (1) additional guest—a DSF staff or Alumni member—at your table.
- Submit your final guest list (including names, emails, and dietary restrictions) online HERE by end of the day on March 25, 2020. The guest name submission form is at the bottom of this page.
- Arrive at the History of Colorado Center by 7:00 a.m. on event day.
- Encourage guests by having engaging conversations during the event, and thank them when they turn in their donation/pledge.

**Questions?**

Contact Taylor Atkinson, donor relations manager, at 303.640.6563 or events@denverscholarship.org
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31 – February 29, 2020</td>
<td>Reach out to 15 to 20 possible guests. Each table seats 10 individuals (including you and a DSF staff or Alumni member). Please keep in mind that many of the guests you invite may be unable to attend or not be interested. We can accommodate up to 20 of your invitees if they all wish to attend.</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>Follow up with invitees who do not initially respond. Just because they do not RSVP doesn’t mean they are not interested in attending the breakfast. People get busy and forget to RSVP even though they have every intention of attending the event.</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>If necessary, invite more friends. Phone calls can help bring in RSVP responses.</td>
</tr>
<tr>
<td>March 25, 2020</td>
<td>Complete the Guest Name Collection form <a href="#">HERE</a></td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Check in with your table guests to ensure their commitment to attend has not changed.</td>
</tr>
<tr>
<td>April 14, 2020</td>
<td>Attend the DSF Bright Futures Breakfast event.</td>
</tr>
<tr>
<td>April 15 to 17, 2020</td>
<td>Contact your guests to thank them for attending and to obtain their feedback. <em>DSF will provide sample follow-up language closer to the event.</em></td>
</tr>
</tbody>
</table>

## Tips for Success:

- **As a Table Host, you commit to recruiting one table of eight (8) guests.** All guests will have a chance to experience the DSF mission firsthand through remarks from a number of DSF partners. This event is an opportunity to celebrate with those who already know and love DSF, as well as a chance to introduce community members to how we make college degree attainment accessible.

- **The event is complimentary and free to attend.** However, there will be a fundraising/ask moment during the program (no minimum amount requested) that is an invitation to give any meaningful amount should guests feel moved by what they learned. We encourage you to inform your guests of this component of the program and consider inviting your philanthropic network who can help us make significant steps forward through multi-year gifts.

- **We have found it is most effective to invite guests with a personal ask over the phone rather than through email.** However, if you prefer email, we recommend that you personalize your email communications and avoid bcc outreach so that your touchpoint is personal and meaningful. See sample language below for talking points for your outreach.

- **Have fun!** This is the most important tip of all: Have fun as you are recruiting. Share your passion and enjoy the fact that you are helping to advance the mission of DSF.
SAMPLE EMAILS:

**Invite to Guests:**

Re: Bright Futures Breakfast, an event for the Denver Scholarship Foundation

Hello [Name],

I am writing to invite you to join me at the Denver Scholarship Foundation’s (DSF) Bright Futures Breakfast. DSF is a local nonprofit whose mission is to inspire and empower Denver Public Schools (DPS) students to achieve their college goals.

[Personal story or anecdote of why you support DSF/believe in DSF’s mission]

The Bright Futures Breakfast will help DSF raise funds and awareness for their trajectory-changing, nationally recognized college access, scholarship, and college success programs. During this free, inspiring breakfast, you will have the chance to learn about DSF’s community impact by the numbers and more about the work of guiding DPS students to and through college graduation.

**Here are the details of the event:**

DSF Bright Futures Breakfast  
April 14, 2020  
Check-in and networking: 7:00 a.m.  
Breakfast and program: 7:30 to 8:30 a.m.

History Colorado Center | 1200 Broadway, Denver, CO 80203

Please let me know if you can make it by [date]. I would love to have you as a guest at my table.

Best/Sincerely/Thank you,  
[Your Name]

**Reminder to RSVP:**

Re: Bright Futures Breakfast: A reminder to RSVP

Hello [Name],

I hope you received my recent message about Denver Scholarship Foundation’s (DSF) Bright Futures Breakfast on April 14th at the History Colorado Center. I’d love it if you would join me to learn more about this trajectory changing organization. Please RSVP to me at your earliest convenience so I can save a place for you at my table.

If you are interested in supporting DSF, but you are unable to attend, I am happy to connect you with a DSF staff member so you can learn more about their incredible work that sends DPS students to and through college. You can also make a secure gift online at denverscholarship.org/donate.

Please let me know by [date] if you are able to join.

Best/Sincerely/Thank you,  
[Your Name]
Check-in with Guest:

Re: Bright Futures Breakfast: See you next week!

Hello [Name],

I look forward to seeing you at the Denver Scholarship Foundation’s (DSF) Bright Futures Breakfast on April 14th at the History Colorado Center. As a reminder, here are event details:

Here are the details of the event:
DSF Bright Futures Breakfast
April 14, 2020
Check-in and networking: 7:00 a.m.
Breakfast and program: 7:30 to 8:30 a.m.

History Colorado Center | 1200 Broadway, Denver, CO 80203

If your plans have changed and you aren’t able to join, please let me know at your earliest convenience so that I can notify the planning team at DSF.

Best/Sincerely/Thank you,
[Your Name]

Guests who Cannot Attend:

Hello [Name],

Thank you for your consideration in joining me at the Denver Scholarship Foundation’s (DSF) Bright Futures Breakfast. As a reminder, DSF partners with Denver Public Schools students on their journeys to and through college graduation, building the future of our community. DSF engages the entire community to provide a unique three-part program (College Access, Scholarship, and College Success) that is nationally recognized for its effectiveness.

In lieu of attending the event, I hope that you will consider getting involved by:

• Attending a DSF 101, an hour-long program at a Future Center (inside a DPS High School) to talk with high school students, a DSF College Advisor, DSF staff, and other community members about the DSF’s work across Denver. Learn more and register at: denverscholarship.org/events.

• Making a financial gift that will help further the DSF mission. You can donate online at denverscholarship.org/donate.

• Learn about volunteer opportunities at denverscholarship.org/volunteer.

I am proud to support this organization and I hope that you are able to learn more about their critical work.

Best/Sincerely/Thank you,
[Your Name]

TOOLS
Event Invitation + Event website + Table Host Resource Center
Guest Name Collection Form – form is at the bottom of the page. If you have changes after your submission, please email events@denverscholarship.org.