



## BREAKFAST BRIEF WELCOME

Thank you for agreeing to be a Table Captain at the 2026 Building Impact Breakfast for Greeley-Weld Habitat for Humanity.

- **Building Impact Breakfast**

**Wednesday, July 22<sup>nd</sup> 6:45-8 am**

**Christ Community Church, 1301 15<sup>th</sup> Street, Greeley, Colorado 80631**

Table Captain, your personal invitation to recruit guests has proven to drive success of this event. Over the past 10 years, The Breakfast has raised over \$2Million to support the Habitat mission. Each guest and sponsor opens the doors for more families to realize affordable homeownership.

This packet is intended to provide you with everything you will need to make your role and recruitment easier and more enjoyable. Please take the time to familiarize yourself with the contents.

As a Table Captain, you are the leader of a table of 8 guests. You have agreed to attend the event and invite friends, family, and your circle of influence to join you in participating. We recommend that you begin by making a list of all potential guests, including personal and business associates who might have an interest in our program.

To reach our attendance goal, we ask that you confirm 7 guests to sit at your table. The Breakfast will be set **as tables of 8**. (don't forget to save a seat for yourself!) If you find that your invitation list & RSVPs are trending higher, please update us if you would like to fill more than one table. We can have all your guests seated near you. For those that are not available to attend, a recording of the event will be posted in the days after the event. We will send you the link as soon as it is ready for you to share.

The more personal the invitation is, the more effective it will be. We advise inviting people in person or by telephone, then confirming by email. Please plan to call them once more about a week before the event to confirm with a friendly reminder. Please confirm your plans as a Table Captain with Kristina Ratzi at [kristina@greeleyhabitat.org](mailto:kristina@greeleyhabitat.org). You will also send your final guest list to her.

There are a several of ways to donate for the event: donate in person at the event, by mailing donations to **2080 Greeley Mall St. Unit D5, Greeley, CO 80631**, or online at [greeleyhabitat.org/breakfast](http://greeleyhabitat.org/breakfast).

Please keep a contact list of your confirmed guests. This information will make it easy for us to keep track of our guests for a follow-up. **Thank you for opening the doors to /opportunity/**



## **2026 Building Impact Breakfast TABLE CAPTAIN PACKET & TOOL KIT**

### **Contents of each packet:**

- 8 Invitation cards
- Welcome letter
  - Review of Table Captain role and responsibilities
- Sample script
- Final bulletin for 1 week before and for the day of the event
- Timeline dates
- Guest contact info sheet
- Sphere of Influence roster
- What to expect for 2026

**Email Kristina Ratzi, at [Kristina@greeleyhabitat.org](mailto:Kristina@greeleyhabitat.org) for any questions!**

**Thank you for your service and advocacy  
You are opening the door to /[success](#)/**



## SAMPLE SCRIPT

Here is suggested wording you might want to use to invite your guests:

“Hello, \_\_\_\_\_. I'd like to invite you to join me at the Greeley-Weld Habitat Building Impact Breakfast. This is a free program for you to learn more about Greeley-Weld Habitat for Humanity. Yes, it is a fundraiser. You will be asked to consider contributing. There is no minimum or maximum gift required. More than anything, I would encourage you come and find out about the great Habitat programs offered in our community. You can see why I advocate & support this organization. I would be delighted if you would join me.”

Respectfully,

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**Please email your confirmed guest list to Kristina by July 7th, 2024.**

Again, thank you for serving as a Table Captain. Your participation ensures continued work and progress in bridging the housing gap and bringing families home as a community committed to the mission of Greeley-Weld Habitat for Humanity.



## **TABLE CAPTAIN FINAL BULLETIN**

### **The week before the event:**

Please call each of your guests with a friendly reminder, review of the event details (time, location, etc.) and for final confirmation of their attendance.

Since the event will be available following its launch, **please invite as many people as you can to watch**. This is a rare opportunity to share your work with Greeley-Weld Habitat and your passion for our mission with friends throughout the country and the globe!

- Video will be available on the GWHFH website, YouTube and Facebook after the day of the event.

### **The day before the event:**

Please remind guests that this special event is just one day away! Additional parking is available 1 block away at Greeley Central High School.

### **The morning of the event:**

- Please arrive no later than **6:30 am** to begin welcoming your guests.
- **Enjoy the event!**

## **TABLE LEADER TIMELINE**

**June 30th** – Please confirm with guests by phone for final guest count.

**July 7th** – Please email your final confirmed guest list to: [Kristina@GreeleyHabitat.org](mailto:Kristina@GreeleyHabitat.org). Please follow up with guests for an 80% confirmation count necessary for food count and seating.

**July 13-15th** – E-mail or call guests with a friendly reminder of next week's Breakfast

**July 22nd**– Enjoy the event!

**Thank you again for sharing the Habitat mission within your sphere of influence. You are opening doors of /opportunity/ for Greeley-Weld Habitat to connect families to home and hope!**



### What to Expect for 2026

- QR code seating schematic provided in advance to all guests
- QR code/contactless programs in addition to printed copies
- Staff available to help guests find their seats
- No check in required for guests



**Team Captain:**

**July 7th:** Email confirmed guest list to

Kristina@GreeleyHabitat.org

**BUILDING IMPACT BREAKFAST 2026 INVITEE LIST**

Attendee Names	Phone Number	Email	Confirmed
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1. **(Save this seat for you!)** \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**REMINDER:** The Breakfast is set in tables of 8. **Please don't forget to count one seat for yourself!**