



**BREAKFAST for the ARTS**  
**Wednesday, May 1, 2024**  
**Registration Opens: 7:15 a.m.**  
**Program: 8:00 – 9:00 a.m.**

**Embassy Suites Hotel and Concord Convention Center**

**Host Job Description:**

Confirm at least 9 friends and colleagues (10 including you) to attend the Cabarrus Arts Council's free one-hour Breakfast for the Arts.

**Specific Host Responsibilities:**

**NOW: Just say yes!**

1. Reply to this email and our team will send you the information you need.
2. Invite your friends and colleagues
  - a. It costs \$0 for hosts or guests. This is a FREE fundraising event.
  - b. Do tell your guests that they will be asked to support the arts council at the event. The amount they give is up to them.

**Wednesday, April 3:** Send completed guest list using this online form:

<https://form.jotform.com/220405004879048>. \*You may submit this form with your guest registrations as you receive them in the coming weeks.

**Wednesday, April 17:** Two-Week **Reminder Email** to Your Guests

- This early reminder gives you time to replace any guests who find they cannot attend.

**Wednesday, April 29:** **Final Reminder Call** to Your Guests

- Place a reminder call/text to your guests. This is the key to getting your guests to the event. Other than inviting your guests this is your most important role in the breakfast!

**Wednesday, May 1, 2024 - THE BREAKFAST**

- **7:00 a.m.** – Arrive at the Embassy Suites Hotel and Concord Convention Center in time to register, find your table and your packet, and be there to greet your guests.
- Stand at your table so that your guests can find you and share the QR codes linking to event materials with your guests.
- Wait to distribute pledge envelopes to your guests until the *end* of breakfast, when you are instructed to do so. The reason for this is that the entire breakfast is carefully orchestrated to inspire generous giving – if they fill out pledge cards early, they are likely to give less.
- *Collect the pledge envelopes and return to the packet when you are instructed to do so.*
- **Return the packet to an arts council representative before you leave.**