

Starr King School for the Ministry
General Assembly Friendship Luncheon
Table Captain Position Description

1. Fill a table of 10 guests (including yourself) capable of making a sizable gift to Starr King.
2. Email save-the-date information to each guest who has accepted your invitation.
3. Keep a separate list of individuals unable to attend the luncheon who have indicated they would like to receive more information about Starr King.
4. Submit final guest list to Erica Toyama (etoyama@sksm.edu) by June 12, 2025.
5. Arrive at least 10 minutes early to the luncheon to greet your guests and show them to your table.
6. Pass out pledge cards to your guests during the “pitch” at the luncheon.
7. Set an example for your guests by filling out your own pledge card during the “pitch.”
8. Collect completed pledge cards from your guests and turn them in to either Jessica Cloud or Erica Toyama at the conclusion of the luncheon.
9. Call your guests within a week from the event to thank them for attending and to gather their feedback on the luncheon.

Please contact Erica Toyama (etoyama@sksm.edu or 315-751-9904) with any questions.