



2022 Dr. Vail Hour Table Hosts

Overview

Vail Place has provided community-based mental health support services to adults with serious mental illness in the Twin Cities area for over 40 years. We are a single point of access and coordination for individuals - providing case management, housing, employment, health and wellness, and connections to critical resources. At Vail Place we serve over 3,000 clients annually.

Dr. Vail Hour

Join us for our **FINAL** Dr. Vail Hour theatrical performance. This event is an opportunity to showcase our impact, work, and the community's support in an annual performance. In 2022, our original production will help Vail Place to spread awareness about living with mental illness.

For more information contact Katee Crawford at kcrawford@vailplace.org or 952.938.9622

The Mystery of Vail Place - A Mental Health Detective Musical

Date: Wednesday, October 19, 2022
Location: Metropolitan Ballroom & Clubroom
Time: 4:00pm Theatrical Performance
5:15-7:15pm Reception





Dr. Vail Hour Table Hosting Responsibilities

Thank you for your commitment to host a table for the Dr. Vail Hour on Wednesday, October 19th. Table Hosts are essential to the success of fundraising efforts for Dr. Vail Hour. This is our agency's largest fundraising event. Participation as pledges, sponsorship, or donations are vitally important as they provide year-to-year sustainable funding for Vail.

For more information contact Katee Crawford at Kcrawford@vailplace.org or (952) 938-9622

What Vail Place needs:

Table Host

Table hosts are essential to the success of the Dr. Vail Hour event. As a table host you play an essential role in helping share our vision with the community. You are helping change lives today and in the future by introducing your friends to an organization you are proud to be a part of.

Ways to Participate:

- Purchase a table for 10 guests
- Pledge to Host a table for 10 guests who will raise the funds, or donate, to support Vail
- Purchase a table for 10 Clubhouse Members

What you will be asked to do:

- **Invite potential guests.** We recommend you begin by making a list of all potential guests, including personal and business associates who might have an interest in our organization. To have 10 people participate on the day of the event, we suggest you pre-confirm up to 14 guests. Things do come up and sometimes guests must send their regrets.
- **Make it personal.** Invite your guests in person, by telephone, or email. Give your guests a reason to come. Tell them why you care about Vail Place.
- **Communicate expectations.** This is a benefit event for Vail Place and it's important for you and your guests to understand this is a fundraiser. However, there is no minimum and no maximum gift. You are inviting them because you care about Vail Place and would like them to learn more about the work we do. If they choose to give their financial support, great! There will be an ask at this event.

Monday, September 26th:

Send email guest list to Katee Crawford kcrawford@vailplace.org at Vail Place with the names and contact information (full name, title, phone number, and e-mail) of each of your confirmed guests. We need this information to ensure that registration and seating go smoothly. Remember to stay in contact with your guests up until the morning of the event.

Monday October 3rd:

Please re-confirm the attendance of your guests. Let Vail Place know of any changes. If you have last minute cancellations, we may have some individual guests that we can seat at your table. If you can invite and confirm more than 9 people, please let us know. We will arrange seating so all your guests will be at your table, (unless there are more than 10 guests plus you).

October 19th – 2022 Dr. Vail Hour Theatrical Performance and Reception**2:30pm - Check-in begins.**

Plan on being there early so you can greet your guests as they arrive at your table and pick up the envelope with pledge cards.

4:00-5:00pm – Enjoy the production and program.

- Pass out pledge cards and envelopes as instructed during the “ask” portion of the performance.
- Set an example for your guests by enjoying the event and completing the pledge card during the “ask”. Your guests will be looking to you at that moment to see what they are supposed to do.

5:15-7:15pm – Enjoy the reception.

- Collect completed pledge cards and envelopes from your guests and turn them in to Katee Crawford.

After the Event - Follow up with your guests. Say thank you again in a call, e-mail, or handwritten note. We welcome feedback from you and your guests - please feel free to pass along any comments. Vail Place Clubhouse members will also be calling donors to say, “thank you.”

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