



DAN BEARD COUNCIL

# GOOD SCOUT AWARD

LUNCHEON

## Table Captain Checklist

2023 Good Scout Award Luncheon  
March 22, 2023 | Duke Energy Center

Benefiting Dan Beard Council, BSA

*100% of financial gifts stay local to support local Scouts!*

Thank you for volunteering to be a Table Captain in support of the 2023 GSAL! Your efforts are an important part of this year's GSAL strategy and success. The following checklist is provided for your use to help clarify the expectations of a Table Captain.

### Table Captain Checklist

#### 1. Invitation & Guest List

- Identify at least 9\* other individuals who you believe will be supportive of this event.
- Email the list of guests you intend to invite to the event. Use the attached excel sheet or email your District Executive with the contact information (vcards, etc.). Once your guest list is cleared, call them and/or send them an email that explains the purpose of the GSAL. Refer to the Table Captain's Guide sample event invitation at: [DanBeard.org/GSAL](http://DanBeard.org/GSAL)

#### 2. Invite Your Guests to the Good Scout Award Luncheon

- Ask your guests to register for the Good Scout Award Luncheon: [DanBeard.org/GSAL](http://DanBeard.org/GSAL)
- Registration is just name and email. You can also register your guests once they've confirmed they would like to attend.

#### 3. Ask Your Guests to Financially Support the Good Scout Award Luncheon

- Ask your guests to register for the Good Scout Award Luncheon: [DanBeard.org/GSAL](http://DanBeard.org/GSAL)
- Registration is just name and email. You can also register your guests once they've confirmed they would like to attend.

#### 4. Attend the Good Scout Award Luncheon

- Communicate with your guests prior to the event and make sure they know how to attend the Good Scout Award Luncheon.

#### 5. Post Event Follow Up

- Check with your council contact to determine the status of your guest donations.
- Send thank you notes to donors and try to secure pledge forms from invitees who did not give nor attend.

*\*Most Table Captains invite approximately 9 guests. You can invite more or less than 9 guests.*

Questions? Please contact Christina Waddle at 513-991-7410 or [Christina.Waddle@Scouting.org](mailto:Christina.Waddle@Scouting.org)