



FAQs for Captains

1. How do I recruit guests? How many guests can I recruit?

You can recruit guests by any method of your choice. We have provided support for a couple of options however. You can:

- a. Send a customized invitation (built-in template provided) through your Participant Centre.
- b. Send a personal email (see sample email templates) to your prospective guest and attach the Breakfast Guest Invitation pdf.
- c. Call and employ the messaging from one of the sample email templates or the Breakfast Guest invitation to start a conversation.

As a captain, you will have a table at the EY Centre that seats eight (8) people, including yourself. You should aim to have seven (7) guests confirmed and registered by Tuesday, September 20, 2022.

2. Is there a cost to be a table captain or guest?

No, there is no cost to attend the event. Captains and guests are encouraged to make a meaningful donation, to the best of their ability, to The Royal in the days before or after the event or at the event itself. The suggested donation amount is \$1200, whether through a one-time gift or a monthly pledge of \$100, but the amount is a suggestion. We know there are those that will give more or give less - the donation and its amount is absolutely at the discretion of the donor.

3. How does a guest(s) register to my table?

Once a prospective table guest confirms they would like to join you at your table, you can:

- a. Send your guest the link to leadersformentalhealth.com to have them register as a member of your table. It's very simple, and you can copy and paste the directions below:
 - i. Visit our event [website](#).
 - ii. In the navigation menu, click **Register**
 - iii. In the **Captain Name** box, enter my name then click **Search**



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- iv. In the search results, find my name, click on the button that says **Join** and follow the prompts.
- v. Bookmark it! You will want it later when it's time to make your donation.
- b. You or your guest can email the Events Team to request that a participant be added to a table.
 - i. The same information (first, last, email, phone) will be required.

4. How can my guests or I make our donation to The Royal's Leaders Breakfast?

There are three ways to make a one time donation or monthly pledge, either by credit card (Visa, MasterCard, American Express) or cheque, to the Breakfast.

- a. Captains and guests can donate directly to a Captain at any time on leadersformentalhealth.com (preferred).
- b. A pledge form will be available to download and return either by mail or in person at the event.
- c. A printed pledge form will be available from the Table Captain at the event.

Note: The link to the event website will be included in all post event communications to attendees.

All donors will be issued charitable tax receipts for their contributions in accordance with CRA guidelines.

Donors wishing to establish a monthly pre-Authorized withdrawal directly from their bank account may do so by contacting the Foundation.

5. I received a donation but it's not counting towards my Table's fundraising goal?

If you know one of your guests or supporters has made a donation to the Breakfast but it is not appearing in your list of donors or being counted towards your goal, please contact the Events Team with the details so that we may correct it.

6. Eek, I have more than seven (7) guests confirmed at my table – What are my options?

If you find yourself in a position where you have more affirmative r.s.v.p.'s than seats at your table, please contact Shaundra Mitchener at the Foundation as soon as possible.



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7. If my guest cannot attend on October 4, will there be an opportunity for them to watch the program?

Yes, the 2022 Leaders for Mental Health Breakfast will be passively live streamed from the EY Centre through one or more of our social channels. It will not be an interactive experience as was presented in 2021 or 2020. The Breakfast as a whole, will also be recorded and available for replay following the live event, as will the speaker videos. Guests who cannot attend in person however should be encouraged to support you with a donation. While the number of guests are limited, the number of donations are not!

8. How can I get a lawn sign (or two)?

Lawn signs will be available for delivery beginning in early September. If you missed requesting a lawn sign when you registered as a table captain, please contact the [Events Team](#) with your name and delivery address and we will add you to the distribution schedule. You do not need to be home to receive your sign.

9. When will I receive my Leader's for Mental Health jacket, and can I keep it?

When you check in at the EY Centre on October 4th, you will receive a Leader for Mental Health jacket to wear for the duration of the event. This will identify you as a "Leader for Hope" to your table guests, fellow captains and staff. Wear it proudly through the Breakfast, but please return it at the end of the event. Hopefully, you can get one again next year!



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