**Important Dates – COK 2025**

Fall/Winter 2024 Reach out to past Table Captains

Identify potential Table Captains

January 2025 Continue to identify and recruit Table Captains

Communication begins

February 2025 Save the Date sent out to Table Captains

Sample emails sent out to Table Captains

Table Captains generate their invitee lists

Table Captains send out Save the Date

March 2025 Invites sent out to Table Captains

Follow up calls/Emails

April 16, 2025 Table Captains confirm attendees for their tables

All confirmed attendee’s information submitted to Crissy Humble

(name, phone, email, and/or address)

2-3 days out Email sent out with details for parking, check in, etc. sent out to Table Captains

Tables assigned and confirmed

1 day out Table numbers sent out to Table Captains

1 week post event Thank you calls and notes written to all donors