



CHAMPIONS FOR CHILDREN

April 17, 2026 | 7:30AM | The Westin Richmond



TABLE HOST JOB DESCRIPTION

Your leadership means a great deal to World Pediatrics; in fact, we could not succeed without you! We will be with you all the way to make your role a success.

This event is different from other events.

- It is totally free.
- It is only one hour long.
- There is no requirement to give (at the same time, we don't want anyone to be surprised that it is a fundraiser).
- It is our job to inspire guests so that they will want to give.
- It will make you proud to be a part of the World Pediatrics family!

The goals of the event are:

1. Honor and thank our medical volunteers
2. Build a community of passionate and informed World Pediatrics supporters
3. Raise annual fund support via a multi-year society
4. Steward our supporters by showcasing what makes World Pediatrics succeed and how their support makes an impact

Each Table Host is asked to fill a table of ten people by inviting them personally. They may already be heavily involved with the organization or new to it. Your job is to get them to attend. You do not have to ask anyone for money.

STEPS TO INVITING GUESTS

1. Make a list of potential guests that you feel would be interested in learning more about World Pediatrics and would enjoy attending this event. This may include:
 - Contacts in the medical world
 - Friends interested in health care access and global health
 - Colleagues who are aware of how important this cause is to you

We can help you brainstorm, if needed.



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2. To fill nine seats, you may need to invite as many as 20+ guests. Start with your “A” list then go to your “B” list. Even when you have commitments, you can expect 15% attrition. Therefore, do not hesitate to secure 11 committed guests; we can seat 11 if they all come.
3. A LIVE invite ensures the greatest commitment. Invite your guests in-person or on the phone. Only then should you send them a confirmation postcard via mail or in-person.
4. We will send you regular updates about the program, event logistics and about the organization’s work to share with your guests. This is a great way to keep them engaged.
5. Submit your initial guest list no later than Friday, March 27 - please provide as much contact information as possible (name, preferred email/phone, address). Providing all contact information ahead ensures that data entry goes smoothly.
6. Submit your final guest list by Friday, April 10, then confirm and confirm again. We are all busy and appreciate reminders.
7. Arrive by 7 am on Friday, April 17, in order to get your host packet and greet your guests as they arrive.

*If you have questions or run into any problems, do not hesitate to contact **Alyssa McBride**, Executive Director of Development, at AMcbride@worldpediatrics.org or 804.432.7713.*

Thank you for your efforts! Your role as Table Host is crucial to growing the sphere of sustainable support for World Pediatrics.