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Welcome, Table Captain!

Thank you for agreeing to host a table at the Washington Wildlife and Recreation Coalition's *Second Annual Breakfast* on **Tuesday, September 16 at the Seattle Sheraton**. Last year's event was a huge success, and we hope to build on that good buzz and energy this year. Our attendance goal is 500 people, and we hope to raise \$130,000.

Your goal as a Table Captain is to fill a **table of 10-12** to attend the breakfast. The success of this event is directly tied to the number of guests who attend. Your efforts as a table captain will help us reach our fundraising goals.

Enclosed in this packet you will find:

- **Checklist** - A list of your responsibilities as a Table Captain and instructions for recruiting guests and reserving seats.
- **Guest List** – For you to provide us with a list of who you would like to invite by August 16 so we can mail invitations directly to your guests.
- **For Generations to Come** – Seattle Times Editorial on the Coalition's First Annual Breakfast.

In addition we will send sample emails to you for you to forward to your guests to:

1. Invite them to the event.
2. Remind them to RSVP by **September 3rd**.
3. Remind them to attend a week before the event.

We are not charging to attend, so please remember to communicate with your guests that the primary focus of this breakfast is to raise funds for the Coalition.

Thank you again for your support,

Jill Wasberg
Development Director

1402 Third Avenue, Suite 507, Seattle, WA 98101 ♦ (206) 748-0082 ♦ Fax (206) 350-4598
info@WildlifeRecreation.org ♦ www.WildlifeRecreation.org

Table Captain Check List

√ **Contact Potential Guests**

Think about friends, family members, co-workers, or neighbors who may be interested in the mission of the Coalition, or who would join you for a breakfast to benefit a good cause in their community.

√ **Communicate Expectations**

Let your guests know that this breakfast is a fundraiser. There will be a request for donations made during the program. Knowing ahead of time that there will be an ask makes it more comfortable for you and your guests.

√ **Send Addresses to WWRC by August 15**

Send us contact information for your guests, including those who are undecided, so we can mail them invitations.

√ **RSVP Cards**

Remind your guests to mail in their RSVP card.

√ **Remind Your Guests**

Send a reminder email to your guests the week prior to the event.

Table Captain Guest List

Please fax your list to (206) 350-4598 or email it to Stephanie@WildlifeRecreation.org. If you have more than 11 guests, we will seat them at an adjacent table.

Your Name: _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____

Ms/Mr _____
Address _____
City/State/Zip _____
Phone: Home _____ Work _____ E-mail _____