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Joanna Grist

WASHINGTON WILDLIFE AND RECREATION COALITION



Welcome, Table Captain!

Thank you for agreeing to host a table at the Washington Wildlife and Recreation Coalition's annual breakfast on **Friday, September 16 at the Seattle Westin**. Our attendance goal is over 600 people, and we hope to raise \$175,000. We appreciate your work in helping us reach this goal!

Your goal as a Table Captain is to fill a **table of 10** to attend the breakfast. You can invite those who are close to the Coalition or those who may not even know who we are and what we do! The event's success 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 19 so we can mail invitations directly to your guests.

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 no later than **Thursday, Sept 1**.
3. Remind them of the event at least twice - 1 week prior and 1 day prior

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. The suggested donation is \$150.

Thank you again for your support,

A handwritten signature in black ink, appearing to read 'Joanna Grist'. The signature is fluid and cursive, with a large initial 'J' and 'G'.

Joanna Grist
Executive Director



Table Captain Check List

√ Invite Any and All Potential Guests

Think about friends, family members, co-workers, or neighbors who may be interested in the Coalition's mission or who would join you to learn about a good cause. Visit our website to get a list of projects per county, city and/or legislative district to demonstrate to your guests the positive impact of the Coalition's work on their community!

√ Communicate Expectations about Fundraising

Let your guests know that this breakfast is a fundraiser. There will be a request for donations made during the program. The suggested donation per guest is **\$150**. Knowing ahead of time that there will be a request for donations in the program makes it more comfortable for you and your guests.

√ Send Us Guest Contact Information no later than Thursday, Sept. 1

Send us contact information for your guests, including those who are undecided, so we can mail them invitations several weeks in advance and email them a reminder about the event a week before the breakfast.

√ RSVP Cards

Remind your guests to mail in their RSVP card. We want to know they are coming so we can ensure they have a wonderful time!

√ Remind Your Guests

We will remind your guests of the event, but a personal email from someone they know will be much more memorable. Please send a reminder email to your guests the week prior to and the day before the event.

Confirmed Guest List: Due Thursday, September 1, 2011

Please use this form to let us know who will be sitting at your table. Thank you!
Complete contact information and correct spelling including home address and email address will allow us to inform your guests of all necessary event information as well as ensure they are thanked after the event for their participation.

Fax: (206) 350-4598 **OR** **email:** Sabrina@WildlifeRecreation.org **Phone:** (206) 748-0082

Guest Name	Address (email, postal, phone)	Include Title if Elected Official
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		