



Seventh Annual Fall Luncheon: Finding Hope, Inspiring Healing Table Captain and Event Information

Date: Wednesday, October 12, 2022
Time: Noon - 1 pm; Doors open at 11:30 am
Venue: Tyee Yacht Club/EVENTIDE, 3229 Fairview Ave E, Seattle, WA 98102
Tickets: Early Bird Ticket, August 2 – 26: \$65, Standard, Aug. 27 - Sep. 26, \$75

Table Captain Expectations

In advance of the event

- Register for the luncheon and invite seven guests to join you at your table of twelve.
 - You and other invitees will receive a Save the Date eBlast with the link, as well as email reminders on Aug. 2, 24, and Sept. 24.
 - You will receive periodic updates on ticket sales identifying you as their table captain.
- **Invite guests to join you starting Aug. 2.** A great way to do so is to forward the eBlast and include your own personal note.
- If you purchase tickets for your guests, we will let you know how to provide us with their names, contact information, and meal selections.
- Ensure that all your guests are registered by the deadline: **Monday, Sept. 26.**
- We will send guests a reminder email **Monday Oct. 10** with info on driving directions, parking, etc. Following up on this email to your guests is a great way to let them know you are looking forward to seeing them at the event!
- **CORPORATE SPONSORSHIP: This is a wonderful way to support the luncheon!** if your company or acquaintances might be interested, please let us know and we can help coordinate. Information is available on the website.

Day-of the event

- **Arrive at 11:00 am** to check-in and be ready to greet guests as they arrive.
- **Table Captain orientation starts at 11:15am!**
- Connect with guests as they arrive and help them find the table.
- There will be a packet on each table (explained during training).
 - When prompted, provide pledge cards and pens to guests at your table. Pledge cards will be in a large envelope labeled with guest/couple names. There will be enough pens for each guest/couple.
- Collect pledge cards, place back in the large envelope for staff to pick up.

After the event

- Within your packet you will find pre-addressed, stamped envelopes and blank cards. Write a personalized message on each card and drop these in the **mail shortly after the event.**

Please let me know if you have any questions or would like to discuss this opportunity more.

Laura McFarland, Director of Development and Communications, laura@roanokeparkcounseling.org or 206.323.7131.