



Wyckoff Luncheon Captain's Guide

Thank you for your partnership as a Table Captain. You are helping make this year's Wyckoff Luncheon & Awards Ceremony a success! As a Table Captain or Co-Captain, you ensure that we fill the room with generous people who will further PROVAIL's efforts to improve the lives of children and adults with disabilities. Your enthusiasm for sharing PROVAIL's mission and helping to increase our community of supporters makes a real difference in the lives of the people we serve. Thank you!

Please use this guide as a reference as you begin to invite guests to the Luncheon. Please also remember that your communication with us increases the success of our efforts, so **do not hesitate to contact us as the event approaches!** If you have any questions or concerns, feel free to contact Sarah Steinberg at 206.826.1032 or sarajs@provail.org.

Before the event:

- **Prepare** – take a moment to think about your personal decision to support PROVAIL before you begin inviting people to attend the event. Your guests will be interested in knowing why PROVAIL is important to you. Please share this information with them as you make your initial contacts.
- **Invitation List** – Who have you been saying, “Lets do lunch” to for months? Who shares your enthusiasm for PROVAIL? This is the perfect opportunity to spend time with your friends and colleagues, while making a significant difference in the lives of children and adults with disabilities. Consider inviting anyone you know who cares about children and adults with disabilities: your friends, relatives, neighbors, colleagues, clients, etc. Today is a great day to start generating your invitation list!
- **Make Contact** – Make a list of 15-20 prospects as a Table Captain and 10-15 prospects as a Co-Captain. There are a number of personalized ways to invite guests - an initial phone call followed by a letter, a note or email. Perhaps some contacts prefer an invitation or letter followed by a phone call. Don't wait - start early! **Sarah Steinberg can provide you with email templates and invitations or send invites to your guest list. Contact Sarah at sarajs@provail.org or 206.826.1032.**
- **Communicate Expectations** – There is no charge to attend the luncheon, but we ask that you make it clear that this is a fundraising event, with a suggested donation of **\$150 per guest**. However, **all financial donations will be appreciated and accepted**. We will not be selling tickets in advance, but will do a formal ask for donations at the event. We are expecting guests to be so inspired by the award recipients and video presentation that they will choose to make a significant gift at the event.

Day of the event:

- We will provide you with a Table Captain packet when you arrive at registration.
- Greet and thank the guests at your table for coming to the Wyckoff Luncheon & Awards Ceremony!
- Please be seated **at your table by 11:15am**. We will direct anyone arriving later to your table.



- Feel free to introduce yourself to any guests you don't know at your table and encourage guests to introduce themselves to each other.
- Encourage guests to give as generously as possible during the "Ask."
- Collect pledge cards when indicated to do so and place in the manila envelope provided.
- At the end of the luncheon, thank the guests at your table for joining you at the event.

After the event:

- Sending a personal note or email to the guests at your table following the event is a nice touch!
- All guests who attend will receive a typed thank-you letter from Mike Hatzenbeler, PROVAIL President & CEO and Doug McFarland, PROVAIL Board Chair.

Other Information Regarding the Luncheon:

- **Tables of 10** – Tables accommodate 10 people at the event. If your guest list fills more than a table or half a table, we will seat any extra guests at a table near you.
 - **As a Table Captain**, you and your guests will have a full table of 10.
 - **As a Co-Captain**, you and your guests will be sharing a table with another Co-Captain and other PROVAIL supporters.
- **We'll Help Fill Seats** – Please contact **Sarah Steinberg at 206.826.1032 or by email at sarahs@provail.org if you are unable to fill an entire table or a half of a table.** Please do not hesitate to let us know if you are unable to fill a table!
- **Return the Table Captain Guest RSVP Form by September 14th** with your guest names and contact information to Sarah Steinberg. Correct spelling of your guest's names is critical since we will be creating nametags from your list.
- **Substituting Guests** – You may substitute a guest for those who cancel at the last minute. In fact, we encourage you to fill any vacancies. We will have blank nametags available for any last minute additions or changes to your guest list.
- **Pre-event Reminders for Guests** – We suggest that you remind your guests at least twice - the week before the event and the day before the event. Guests will also receive an email reminder or phone call from the PROVAIL Development Office a week before the luncheon.
- **Table Assignments** – We use a numbering system to assign tables. Table assignments will be printed on each guest's nametag. We hope this will make seating easier and less confusing for everyone. We will also have registration tables with a map of table assignments the day of the luncheon.

Thank you for YOUR part in making the Wyckoff Luncheon & Awards Ceremony a success for PROVAIL and the clients we serve!



Table Captain Guest RSVP Form

~ **As a Table Captain**, you want to share PROVAIL's mission with **9 guests to fill a table of 10** at the Wyckoff Luncheon & Awards Ceremony.

~ **As a Co-Captain**, you want to share PROVAIL's mission with **4 guests to fill half a table of 5** at the Wyckoff Luncheon & Awards Ceremony.

Please list the names of each guest at your table and their meal preference. Please send in your completed form by September 14th, 2010

Name (First and Last)

Check the box for each guests entrée choice (vegetarian or non-vegetarian)

	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian
	___ Vegetarian	___ Non-vegetarian

Please send the completed form to:

By Mail: PROVAIL
 Attn: Sarah Steinberg
 12550 Aurora Ave North
 Seattle, WA 98133

By Email: sarahs@provail.org
By Fax: 206.826.1132

For more information, please visit <http://www.provail.org/wyckoff.php> or contact Sarah Steinberg at (206) 826-1032 or at sarahs@provail.org.