



Third Annual Fall Luncheon

Shepherd's Counseling Services

Wednesday, October 3, 2018

12-1pm

Doors open at 11:30am

Pacific Tower Panoramic Room

1200 12th Avenue South, Seattle, 98144

Early Bird Tickets \$65 until midnight September 1st

Regular Ticket Price \$75 through September 19th (last day to register!)

Table Captain Expectations

In advance of the event ...

- Register for the luncheon and invite seven guests to join you at your table of eight.
 - Registration link: <https://2018fallluncheon.eventbrite.com>
- Invite guests to join you. See "Inviting Guests" in Table Captain Toolkit for guidance, sample language, and our e-Newsletter communications schedule.
- If you are purchasing a table of tickets, we will follow up by emailing you instructions on how to provide us with guest names, contact information, and meal selections for those who will be joining you at your table.
- Ensure all those joining you at your table are registered by the deadline: **Wednesday, September 19. This deadline is required by catering** to get them our final guest count and meal selections for the luncheon. Thank you!
- Share content we send by email or post on facebook to help spread the word.
- *Get in touch with those joining you at the event **a few days before the luncheon** to let them know you are looking forward to seeing them at the event!*

Day-of the event ...

- **Arrive at 11:00am** to check-in and be ready to greet guests as they arrive.



- **Be present for the Table Captain orientation that will start promptly at 11:15am!**
- Connect with guests at your table, sharing your passion for Shepherd's Counseling Services.
- Lead the giving at your table by making a generous pledge yourself (See TIPS and FAQs for more on what this means and what it could look like for each individual.)
- Fundraising Ask:
 - Please wait until the ask is made before you start preparing the table's donation materials. We want all our guests to focus on the message, and you'll have plenty of time after the ask is made to get donation cards to your guests.
 - After the fundraising ask is made, distribute provided 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 and place back in the large envelope for staff to pick up.

After the event ...

- At the event you will be given an envelope of pre-addressed and pre-stamped **thank you cards** for each guest/couple. Please write a personalized message on each card and drop these in the **mail by Friday afternoon**. Encourage guests to consider attending the event again next year!
- There's nothing like getting a note from the person who invited you, even quickly sending your thoughts of appreciation for them joining you and supporting this valuable mission.

All Luncheon information can be found at:

<http://shepherdstherapy.org/index.php/get-involved>

If you work at a company or have any contacts for possible CORPORATE SPONSORSHIP of the luncheon, please let us know! Sponsorship information is also available on the luncheon page of our website.

Table Captains are so important to building and ensuring support for every person who relies on our services.

Thank you for your interest in taking on this leadership role!

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

Jill Armitage, Director of Development and Communications

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