



**Third Annual Fall Luncheon: *Finding Hope, Inspiring Healing*
to benefit Shepherd's Counseling Services**

Wednesday, October 3, 2018

11:30am-1pm

At the Pacific Tower Panoramic Room
1200 12th Avenue South | Seattle, WA 98144

Registration open July 2018.

ALL LUNCHEON INFORMATION AND REGISTRATION AT:
<http://www.shepherdstherapy.org/index.php/get-involved>

Table Captain Expectations

In advance of the event...

- Register for the luncheon and invite seven guests to join you at your table of eight. (See Inviting Guests and Communications Schedule in your Toolkit)
- Ensure all your table guests meet the [final registration deadline](#) of **Friday, September 14**.
- 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...

- Arrive at 11:00am to check-in and be ready to greet guests as they arrive.
- Welcome guests at your table, sharing the value you find in supporting Shepherd's Counseling Services.
- During the fundraising ask, quietly distribute provided gift cards and pens to guests at your table. Gift cards will be in a large envelope labeled with guest/couple names. There will be enough pens for each guest/couple.
- Collect gift cards and place them 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!

We deeply appreciate your support of the specialized therapy at Shepherd's Counseling Services dedicated to helping survivors of childhood sexual abuse find support for healing.

Thank you!

