



TABLE CAPTAIN LUNCHEON INVITATION GUIDE

March 5, 2019 | Sheraton Seattle

<https://supportspl.org/luncheon/>

INVITATION TIPS:

- **Invite, Invite, Invite.** To fill a table of 10, you should invite 20-25 people. If you end up with more than 9 guests, that's ok! We will place them at an adjacent table and work with you on seating. Use our [Guest Brainstorm Tool](#) to help you keep track of who you should invite.
- **Follow up is key.** Oftentimes, people won't respond to your first email/invitation so follow up by email/phone/text/in-person. Then follow up again.

WHAT TO DO WHEN...:

- **They say yes!** Congrats! You are one step closer to filling your table.
 - Make sure they [register online](#) so that we capture their email and food preferences.
 - Let them know you will reach out closer to the event to confirm their attendance.
 - Ask them if they know of anyone else who might be interested in attending.
- **They say no.**
 - Ask them if they'd consider [making a donation](#) to support your efforts and be your "virtual guest." Tell them to list you in the "Honor/Memorial" section. We will share an event video with them as a special thank you.
- **You already know they cannot make the event.**
 - This is still a great time to invite them to learn more about an organization you really care about. Let them know that you understand they cannot make it to the event, and ask them to make a virtual guest gift online and to list you as their table captain.

SAMPLE LANGUAGE:

As you know, I'm [*insert Library connection*] and I'm excited to be a Table Captain for the first-ever fundraising luncheon in support of The Seattle Public Library Foundation!

Libraries level the playing field in our communities by ensuring that everyone has access to books and materials they may need for school or work, to computers and the Internet, and to educational and cultural programs. Whatever your income, education, ethnicity, religion, or even language, the Library remains a free resource for every individual who seeks to learn, grow and achieve.

As part of the occasion, we will celebrate the 100th anniversary of the Library's Summer Reading and Learning program. No other program in Seattle has influenced generations of kids during the critical summer months – more than 30,000 youth participate every year!

Will you join me for the *Discover Your Library Luncheon on March 5*? You will learn about all the innovative programs at The Seattle Public Library and their impact on Seattle’s children, adults, and families.

[insert why you support The Seattle Public Library Foundation – e.g. what’s your childhood library story?]

This is a fundraising luncheon and while there is no cost to attend, there is a suggested minimum donation of \$200 that will be requested at the event. Here are the details:

Tuesday, March 5, 2019

12:00 p.m. – 1:15 p.m. (registration opens at 11:30 a.m.)

The Seattle Sheraton

I hope you will be able to join me. Please [register online](#). If you cannot attend, please consider being my virtual guest by [making a gift online](#) and listing me in the “Honor/Memorial” section.

I look forward to sharing my love of the Library with you!