



## TABLE CAPTAIN TIMELINE AND CHECKLIST

March 5, 2019 | Sheraton Seattle  
<https://supportspl.org/luncheon/>

### RIGHT NOW:

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- Recruit other Table Captains!** Do you know someone who loves the Library and would make a good Table Captain? Connect them with us by sending an email to [kerri@supportspl.org](mailto:kerri@supportspl.org).
- Create your guest list.** Use our [guest brainstorm worksheet](#) to get you started.

### 3-5 MONTHS BEFORE THE EVENT (OCTOBER – DECEMBER 2018):

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- Invite your guests!** Your guests will register online and list you as their Table Captain. Each guest will receive a confirmation email once they have registered.

Use our [Invitation Tips and Samples](#) to guide you through the invitation process. You can also download a digital Save the Date card from our [Table Captain Toolkit](#).

We will update you every two weeks with a list of your guests. If you have more than 10 guests (including yourself), we will seat your guests at an adjacent table. The more the merrier!

- Promote the Luncheon on social media.** Follow the Foundation on [Facebook](#) and [Twitter](#) – we'll be creating posts about the event that you can share with your friends.

### 1-2 MONTHS BEFORE THE EVENT (JANUARY – FEBRUARY 2019):

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- Make sure your guests have registered.** The earlier the better! If someone is not on the list we send you, please be sure to follow up with them.
- Create Virtual Guests.** Are some of your invitees unable to attend the event? Ask them to be a virtual guest and [make a donation on our website](#). Have them list your name in the "Honor/Memorial Information" section.

### 2 WEEKS BEFORE THE EVENT:

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- FINAL GUEST COUNT IS DUE!** Please have all your guests register **by February 19**.
- Think about how you will greet your guests at the event.** Welcome guests to your table the day of the event with a small treat or card to thank them for attending and supporting you and The Seattle Public Library Foundation.

### 1 WEEK BEFORE THE EVENT:

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- Send a reminder to your guests.** Remind your guests that the event is coming up, and provide them details about parking, etc. If we have their email address, they will also receive a reminder email from us outlining the details of the day.

#### DAY-OF:

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- Arrive Early.** Registration opens up at 11:30 a.m. Please allow plenty of time for parking so that you can greet your guests when they arrive. Be sure to check in at the Table Captain Check-In table to pick up your nametag.
- During the Event.** Near the close of the program, we will ask guests to make a gift and you will pass out the pledge cards and pens inside the large envelope on your table. Please place completed pledge cards back in the envelope and leave the envelope on the table .

#### POST-EVENT:

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- Say Thank You!** Be sure to thank your guests for attending the event and for their support of The Seattle Public Library Foundation. Personally reaching out via phone or email within 48 hours makes guests feel appreciated and connected.

The Foundation will also be sending out a thank you email with results within 48 hours of the event.

- Share your feedback.** This is our first luncheon and we'd love to hear what you thought of the event and the table captain experience. Please email or call Kerri Martinez, Events & Development Manager, at 206.413.7473 or [kerri@supportspl.org](mailto:kerri@supportspl.org).

***Thank you for being a Table Captain!***

**Questions? Please contact:**

Kerri Martinez, Events & Development Manager | 206.413.7473 | [Kerri@supportspl.org](mailto:Kerri@supportspl.org)