



Foundation for Vancouver Public Schools
Luncheon

**Tuesday, May 7th
11:30am – 1:00pm**

2019 Table Captain Toolkit

Everything you need to know about being a
Luncheon Table Captain

1. Step-by-step Checklist
2. Table Captain Tips
3. Table Captain Communication
4. 7 Habits of Highly Successful Table Captains
5. The BIG Day

Step-by-Step Checklist for Table Captains

1. Make contact

List who you want to invite – about 25-35 prospects. Decide how to contact your guests; for example, will you make a phone call followed promptly by a letter, or send an e-mail trailed by a phone call?



2. Create some competition

Challenge your best friend or a previous table guest or two to step up to the Captain level and fill their own table. Contact Kavitha Peters at kavitha@gfsevents.org to have a Table Captain packet sent on your behalf.



3. Communicate expectations

This is a benefit for the Foundation for VPS. Be explicit about the dollar level at which you would like your guests to contribute. The amount they pledge can be paid over the course of a year.



4. Table of 10

Tables accommodate 10 people. To avoid having empty seats at your table, recruit more than 10 guests – including yourself. We will seat any overflow guests at an adjacent table.



5. Finalization of guests

Make sure your guests register themselves on the event website <https://foundationforvps.org/luncheon> by April 23rd, 2019. There will undoubtedly be changes in the week before the event, but aim to have your table filled and your guests registered by that date.



6. Pre-luncheon reminders

Foundation for VPS will send a confirmation email to guests who have accepted your invitation if an email was provided. However, a quick e-mail or phone call from you a few days prior to the event is the most effective reminder.



7. Day of Luncheon

Be sure to welcome your guests before the program gets going and direct them to your table. Registration opens at 11:00 a.m. The buffet opens at 11:30 a.m. and the program begins at noon.



8. Post-Luncheon follow-up

All attendees (and people who RSVPd but were unable to attend) will receive an e-mail from Foundation for VPS recapping the event with a Donation button. Anyone who donates at the event will receive a receipt shortly after the event. The best thank you comes from you – the Table Host! Please email or call your table guests – including your virtual guests – the following week to personally thank them for supporting the Foundation for VPS!



Table Captain Tips

- **Encourage your guests to invite their friends**

Ask your friends and connections, “Do you have a friend that we can invite?”

- **We will help take care of your guests**

The tables at the Hilton seat 10. Many table captains host more than one table. If you discover you have more guests than your table will accommodate, we can seat your overflow guests at a table nearby; or, if you have fewer than 10 guests (including yourself), we can add one to two independent guests to your table.

- **Guests should not be surprised by the request for a donation**

When you invite your friends, be sure to tell them that the purpose of this event is to raise both awareness of the Foundation for Vancouver Public Schools’ mission and programs and the funds to further those programs.

If you are concerned that your friends may not be able to contribute a large amount, you can set a goal for your table and explain that “for our entire table, I am hoping that together we can raise over \$1,000. I am confident we can achieve this goal!”

The suggested donation is \$100 which can be made all at once or in monthly payments.

- **Have a designated table host**

It’s a great idea to have someone prepared to assist you in welcoming table guests and talking to guests at your table.

- **Make guests feel welcome**

Some table captains place cards or thank you notes at their guests’ place settings.

- **Foundation for VPS can support you with filling your table**

If you have a last-minute cancellation, don’t worry: simply let GFS Events know during Luncheon registration and we can often fill that empty seat. For changes, email Kavitha@gfsevents.org.

- **Friends can donate even if they can’t attend**

If someone you invited cannot attend the Luncheon, they can still donate by going to <https://foundationforvps.org/> and clicking on “Donate”. Please have them indicate on their donation form that they were your invited guest and this is in lieu of their attendance.

Table Captain Communications

Sample Invitations Letter or Email

Dear [insert name],

You Are Invited!

Please join me for the Foundation for Vancouver Public Schools' annual fundraising Luncheon. The 2019 Luncheon will be held on Tuesday, May 7th, 2019 at the Hilton Vancouver, Washington.

11:00am–11:30pm: Check-in & Networking

11:30am–Luncheon buffet opens

12:00pm–1:00pm Program & Entertainment

For those of you who joined me at the Luncheon in the past, welcome back! For those coming for the first time, you are in for quite a treat. It's a very moving experience to walk into a huge room filled with hundreds of people eager to support children to grow up with the fundamental encouragement to become anything they want to be.

The Foundation for VPS's annual Luncheon brings together members, friends and the public at-large for an inspirational afternoon. It will be an exciting program and I look forward to raising funds for the Foundation for VPS's programs.

RSVP online: <https://foundationforvps.org/luncheon/>

The Luncheon is complimentary, so please bring a giving spirit and a check or credit card which we can register when you check-in.

I am asking you to consider \$100 as the benchmark of your generosity in helping me reach a personal goal of \$1000 for my table.

Not able to attend? Not a problem! You can still support my favorite cause with a Virtual Attendee gift made online at: <http://bit.ly/Donate2FVPS>

After you register, Foundation for VPS will send an email reminder before the Luncheon. Please let me know ahead of time if you find that you cannot make it so I can fill your seat.

Thanks in advance for your support of Vancouver Public Schools.

Sincerely,
(Your name)

P.S. Let me know if you would like to Captain your own table of 10 guests!

Sample Response for Potential Guests

If your Guest Feels Comfortable with the Amount and is Available May 7

I'm so glad that you'll be able to join us! Foundation for VPS has big plans for the coming year that you will learn about during the luncheon! Let me confirm your address and phone number so that I can get you registered. Do you want me to use your home or your business e-mail address? Foundation for VPS will send you a reminder email with all of the details (luncheon menu, parking instructions, etc.) before the Luncheon. The Luncheon starts at 11:30 pm but registration begins at 11:00 so plan to arrive prior to 11:30 am to get checked in and mingle. Remember to bring your checkbook or credit card.

If your Guest Feels Comfortable with the Amount but has a scheduling Conflict

I'm sorry to hear that! This year's Luncheon is so important to meeting the growing need of funding for Vancouver Public School students. I would really appreciate you making a gift online at my virtual table, the Foundation for VPS's work is that important.

Yes? That's great! Please go to <https://foundationforvps.org/> and click on "Donate". In the Notes section, please indicate it is for the Luncheon and include my name as well. I will keep you in mind to join my table next year. Thank you!

If your Guest is not Comfortable with the Amount

I can certainly respect that. Foundation for VPS's annual Luncheon is one of its primary means of raising funds from the community, and knowing how important these funds are this year, would it help to make monthly pledge payments? Also, if you work for a matching gift employer, your gift may qualify to help reach the goal.

If this suggested amount is still too high, your gift regardless of amount is greatly appreciated.

Sample Email Text for Confirmed Guests

Thank you so much for being part of my table at Foundation for VPS's Luncheon.

Here are some details: The Luncheon is Tuesday, May 7th, 2019, at the Hilton Vancouver Washington.

You can pick up your bid card and find your assigned table beginning at 11:00am at registration. The Luncheon buffet opens at 11:30 am and the program starts at noon.

Please let me know if you would like to bring a guest. If things come up and you are unable to make the Luncheon, please give me a call as soon as possible let me know if you know of someone who would like to come in your place.

Sample Reminder Email Text for Confirmed Guests-1 Week Out

I am looking forward to seeing you next Tuesday, May 7th, at the Hilton Vancouver Washington. Check-in begins at 11:00am. See you Tuesday!

Seven Habits of Highly Effective Foundation for VPS Table Captains

1. Be clear about expectations

The Luncheon is a fundraiser. All guests will be asked to contribute to support the work of the Foundation for Vancouver Public Schools. We are asking guests for a minimum donation of \$100. Make sure your guests know this amount.

2. Ask guests to bring their company's matching gift form

Ask your guests to bring their company's matching gift form to the event to apply immediately following the event.

3. Ask who can't attend to donate online

Direct those who cannot make it to visit <https://foundationforvps.org/> and donate online in lieu of attendance. We will have extra gift envelopes on hand at the event if anyone prefers a gift envelope.

4. Ask guests to register online

The sooner your guests register, the sooner we will send them a confirmation with the event details and parking information. **Registrations due by April 23rd, 2019.** Register at <https://foundationforvps.org/luncheon/>

5. Keep reminding your guests

Even up until the morning of the event! We are counting on their participation!

6. Personally thank your guests

Set your table with personal thank you notes or other personal touch and make thank you calls the afternoon of the event.

7. Guests didn't show up?

Express your apologies that they could not attend the event, let them know what a success it was, share the stories you heard, and ask them to make a donation online.

THE BIG DAY

Foundation for Vancouver Public Schools Luncheon

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1. Personally greet your guests as the program starts

Set your table with personal thank you notes, chocolates, etc.

2. During the program

There will be a Raise the Paddle where guests will have the opportunity to give at different levels. For those who swiped a credit card at registration, they do not need to fill out an envelope or check out at the end of the event. Receipts will be emailed.

3. Personally thank your guests after the event

Attendees and guests who were unable to attend will receive a Foundation for VPS e-mail thanking them for attending the event or offering them a chance to donate if they were not able to attend. All donors will receive receipts of their donations to Foundation for VPS shortly after the event. However, the best thank-you of all comes from you! Email or call your table guests – including your virtual guests – the following week to personally thank them for supporting Foundation for VPS!

4. Give yourself a big hand!

Enjoy the rest of the day knowing that YOU personally raised a considerable amount of support for the Foundation for Vancouver Public Schools.



THANK YOU!