

support our seniors



SPRING *into* ACTION

MT SI SENIOR CENTER

Support Our Seniors Gala

Saturday, May 16th, 2020

Snoqualmie Casino

6:00 p.m. – 10:00 p.m.

2020 Table Captain Toolkit

Everything you need to know about being a
Table Captain

1. Step-by-step Checklist
2. Table Captain Tips
3. Table Captain Communication
4. 6 Habits of Highly Successful Table Captains
5. The BIG day



SNO-RIDGE APTS
*Affordable Housing
for Seniors*

Step-by-Step Checklist for Table Captains

1. Make contact

If you have been a table captain before, list your past years' guests first and then others you want to invite – about 30-40 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 Alex Springberg at alex@gfsevents.org to have a Table Captain packet sent on your behalf.

3. Communicate expectations

This is a benefit for Mt. Si Senior Center. Be ready to come with a giving spirit.

4. Table of 8

Tables accommodate 8 people. To avoid having empty seats at your table, we suggest that you recruit more than 20 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 website. 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-Gala reminders

Mt. Si Senior Center will send a confirmation email to guests who have accepted your invitation. However, a quick email or phone call from you a few days prior to the event is the most effective reminder.

7. Day of Gala

Be sure to welcome your guests before the program gets going and direct them to your table.

8. Post-Gala follow-up

All attendees (and people who RSVP'd but were unable to attend) will receive an email from Mt. Si recapping the event with a Donation button. Anyone who donates at the event will receive a receipt 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 Mt. Si Senior Center!

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 venue seat 8. 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 5 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 Mt. Si Senior Center’s mission and programs and the funds to further those programs.

- **Have a designated table host**

It’s a great idea to have someone prepared to assist you – to be talking with a new or nervous guest and welcoming table guests if you have to attend to some last-minute needs.

- **Make guests feel welcome**

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

- **Filling your Table**

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

- **Know Ticket Prices**

Early Bird Tickets: \$85; February TBD-April 30th

Regular Price Tickets: \$100; May 1st-May 16th

Table Captain Communications

Sample Invitations Letter or Email:

Dear [insert name],

You Are Invited!

Please join me for Mt. Si Senior Center's Support Our Senior Gala. The 2020 Gala will be held on Saturday, May 16th, 2020 at the Snoqualmie Casino.

6:00 p.m. – 7:00 p.m. **Cocktail Hour**

7:15 p.m. – 10:00 p.m. **Dinner & Program**

For those of you who joined me at the Mt. Si Senior Fundraising Gala 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 enhance the quality of life for older adults in the Snoqualmie Valley. We could not be successful if it were not for your support.

Mt. Si Senior Center brings together members, friends and the public at-large for an inspirational evening. It will be an exciting program and I look forward to raising funds for Mt. Si's programs. We will have a silent and live auction and there will be a Raise the Paddle where you will be able to donate an amount that is comfortable for you.

RSVP Online: <http://www.mtsiseniorcenter.org/>

Not able to attend? Not a problem! You can still support my favorite cause as a virtual attendee and make a donation online at <http://www.mtsiseniorcenter.org/>. After you register, Mt. Si will send an email reminder before the Gala. 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 Mt. Si Senior Center and the older adults they serve.

Sincerely,
(Your name)

P.S. Let me know if you would like to Captain your own table of 7 guests!

Sample Responses for Potential Guests

If your guest is available May 16th, 2020:

I'm so glad that you'll be able to join us! Mt. Si Senior Center has big plans for the coming year that you will learn about during the evening! Please go to <http://www.mtsiseniorcenter.org/> to register yourself for the 2020 Gala. The Support Our Seniors Gala starts at 6:00 p.m. with a cocktail reception. Remember to bring your checkbook or credit card.

If your guest has a scheduling conflict:

I'm sorry to hear that! This year's Gala is so important to meeting the growing need of funding for the Mt. Si Senior Center organization. I would really appreciate you making a gift online at my virtual table, Mt. Si's work is that important. Yes? That's great! Please go online and indicate it is for the Gala. 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. Mt. Si Senior Center's Support Our Seniors Gala 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 Mt. Si Senior Center's Gala

Here are some details: The Gala is Saturday, May 16, 2020 at the Snoqualmie Casino. You can pick up your nametag in the reception area and find your assigned table beginning at 6:00 p.m.

If things come up and you are unable to make the Gala, please give me a call as soon as possible – and do 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 Saturday, May 16th at the Snoqualmie Casino. Check-in begins at 6:00 p.m. See you Saturday!

Six Habits of Highly Effective Mt. Si Senior Center Table Captains

1. Be clear about expectations

The Support Our Seniors Gala is a fundraiser. All guests will be asked to contribute to support the work of Mt. Si Senior Center.

2. Ask who can't attend to donate online

Direct those who cannot make it to visit <http://www.mtsiseniorcenter.org/> to donate online in lieu of attendance.

3. 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. Register at <http://www.mtsiseniorcenter.org/>

4. Keep reminding your guests

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

5. 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.

6. 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

Support Our Seniors Gala

Saturday, May 16th 2020

Snoqualmie Casino

6:00 p.m. – 10:00 p.m.

1. Personally greet your guests as the program starts

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

2. Personally thank your guests after the event

Attendees and guests who were unable to attend will receive a Mt. Si Senior Center 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 a receipt of their donation to Mt. Si Senior Center 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 Mt. Si Senior Center!

3. Give yourself a big hand!

Enjoy the rest of the day knowing that YOU personally raised a considerable amount of support for Mt. Si Senior Center.

THANK YOU!