



## 20<sup>th</sup> Anniversary Dinner

Thursday, September 20, 2018, 5:30 – 7:30 pm  
Fisher Pavilion, Seattle Center, 305 Harrison Street, Seattle 98109

### INFORMATION PACKET FOR TABLE CAPTAINS

Dear EOI Friends and Supporters,

**Thank you for signing up to be a table captain for EOI's upcoming 20<sup>th</sup> Anniversary Dinner on Thursday, September 20<sup>th</sup>!** Table captains are essential to creating a successful event. The majority of guests attend fundraising events because they have been personally invited to come by a friend, family member or colleague who is serving as a table captain – that's you!

**Table captains have simple responsibilities: invite and confirm the attendance of 10 people (including yourself), and email me your guest list by Monday, August 20<sup>th</sup>.**

You are NOT required to pay for your guests' seats. Some table captains prefer to do this while others find that guests feel more invested in the event's success when they purchase their own tickets. The choice is yours and both options can be effective as long as expectations with guests are clearly communicated.

No matter which option you choose, please fill your table with 10 people who are willing and able to make a donation during the event.

You can learn more about the event on our website here: [eoionline.org/2018dinner](http://eoionline.org/2018dinner). If you have any questions or concerns, please don't hesitate to contact me at (206) 529-6375 or by email at [sam@eoionline.org](mailto:sam@eoionline.org).

Thank you for your commitment to EOI!

With gratitude,

A handwritten signature in black ink, appearing to read 'Sam Hatzenbeler', with a long horizontal flourish extending to the right.

Sam Hatzenbeler  
Development Director



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### TABLE CAPTAIN GUIDE

#### MAY – Brainstorm!

Each table seats 10 people. We recommend that you invite more than enough people to fill your table, as many will not be able to attend. Think about who in your circles is interested in progressive policy change and who is likely to support the work of EOI!

#### JUNE – Reach out!

It is considered best practice to invite guests either in person or by phone – but even email or text message can help get the word out! Start by placing calls to those who you'd like to invite. If you prefer to invite via email, we've included a sample script on the last page of this packet.

#### JULY – Follow up!

Reach back out to your invitees with an email or a personal note reminding them of the invitation. Talk about why you support EOI, and why our 20<sup>th</sup> Anniversary Dinner is the an exciting occasion to celebrate two decades of public policy advances that support gender, racial, and economic equity in Washington.

#### AUGUST – Confirm!

Touch base with your guests to confirm their attendance. When they have confirmed, send their name, address, and email address to [sam@eoionline.org](mailto:sam@eoionline.org) no later than **Monday, August 20<sup>th</sup>!**

#### 1 WEEK BEFORE EVENT, Thursday September 13<sup>th</sup>

Reach out to guests and remind them of the event! Share your excitement for an evening of delicious food, inspiring speakers, fun games, and incredible company.

#### 1 DAY BEFORE EVENT, Wednesday September 19<sup>th</sup>

Call or text guests confirming their attendance and reminding them of the **\*NEW LOCATION\*** at the Fisher Pavilion at Seattle Center.

### 3 Helpful Tips for Table Captains

<b>Communicate expectations:</b>	<b>Make it compelling:</b>	<b>Be a good host:</b>
<p>This is an event to raise funds for EOI and it's always best for you and your guests to understand the expectations in advance.</p>	<p>Give your guests more reasons to come! Communicate your excitement for EOI and why you think they would enjoy the event.</p>	<p>Welcome your guests as they arrive to the event. Introduce them to others, encourage them to participate in games and the raffle. Get them excited so they have fun and are eager to participate.</p>



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### CONFIRMED GUEST LIST (due Monday, August 20<sup>th</sup>, 2018)

Table Captain Name: \_\_\_\_\_

Organization/Sponsor to be displayed on table: \_\_\_\_\_

**The information on this form is required so we can prepare enough food, create an invitation list, print name tags, etc.**

**Please note who will be sitting at your table (yourself and all confirmed guests). Please provide full addresses, phone numbers and emails, even if you think we have them already.**

**Thank you for being thorough and prompt.**

Guest Name	Email	Address
1. (Table captain)		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please return to Sam Hatzenbeler via email at: [sam@eoionline.org](mailto:sam@eoionline.org)

*Thank you for your dedication to EOI! We couldn't do it without you.*



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### SAMPLE EMAIL OR LETTER INVITATION

Dear \_\_\_\_\_,

I am proud to serve as a table captain for the Economic Opportunity Institute's 20<sup>th</sup> Anniversary Dinner, and I would be honored to have you join me at my table. The event will be held on **Friday, September 20, 2018 at the Fisher Pavilion in Seattle Center.**

As you know, I care deeply about EOI. *[Insert why you are involved with EOI here. For example, tell a story about you or your family, your fears about our current economic system, or your hopes for the future.]*

Note that this is a fundraiser, so I encourage you to attend prepared to arrive with a giving spirit! The event raises critical funds necessary to support EOI's efforts to move policy forward in Washington State.

The Economic Opportunity Institute is a non-partisan, nonprofit public policy research and advocacy center in Seattle that creates and advocates for policy solutions to the most pressing economic security problems facing Washington's low- and middle-income families.

Donations received at the event will go directly to benefit EOI's programs, including extraordinary policy wins like the two we've just achieved – our new Equal Pay Opportunity Act and Seattle-wide Progressive Income Tax! Your support will fund our work to ensure the fair and equitable implementation of these new bills, (as well as last year's win, paid family and medical leave), and will also help EOI advance free community college, retirement security, affordable childcare, and affordable health care for all.

I sincerely hope you can join me to celebrate and support these efforts. Please let me know as soon as possible if you will be able to attend. Please RSVP to me as soon as you can. Thank you!

You can learn more about the event here: [eoionline.org/2018dinner](http://eoionline.org/2018dinner).

Warm regards,

(your name)