

2019 Light Their Path Gala

Table Captain Packet



northwest
youth services

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Welcome!

Thank you for being a Light Their Path Gala Table Captain.

We recognize that your help isn't solely about filling your table with enthusiastic guests, though we do love that piece of it. You are also a key partner in igniting our community to build a bright future for young people experiencing homelessness. Thank you for using your voice to make our community stronger.

Included is a step-by-step guide to filling your table and giving guests a positive experience. If you have any questions, we're here to help! Please email SigourneyG@NWYS.org.

We hope your role as a table captain is both fun and rewarding. We are thrilled to have your support at our signature event!

Table Captain Important Dates

- March 31, 2019 — Save the date sent by Northwest Youth Services
- June 30, 2019 — Invitations sent by Northwest Youth Services
- August 1, 2019 — Early bird tickets go on sale online
- September 15, 2019 — Regular price tickets go on sale online
- October 4, 2019 — Finalize all table guests
- October 21, 2019 — Final names to Northwest Youth Services
- November 8, 2019 — 2019 Light Their Path Gala

Table Captain Guide

I. Getting started

Invite potential guests. Make a list of 15 people who you might want to attend at your table, ensuring enough folks are asked to fill the 7 seats at your table (you are guest No. 1!)

Extend the invitation by phone, letter, email or our favorite – in person. We've provided a sample email invitation for you on page 8 of this packet. Make sure to attach or hand them a save the date or invitation card so it is official.

We'll be sure to provide you with gala save the dates and invitations. Please let us know if we can provide branded greeting cards or other supplies to make the invite process best fit your guest's needs.

II. Possible Responses

If your guest says: "Yes! I would love to attend!" You might respond —

I am so glad you will be able to join me!

I have attached the event information to this email for you. Northwest Youth Services will look forward to sending you a reminder with directions and parking information in the days leading up to the gala. In the meantime,

[OPTION 1: If sponsoring the whole table] please send me your meal choice (salmon, filet mignon or vegan stuffed mushroom).

[OPTION 2: If having guests purchase tickets independently] please be sure to reserve your ticket online at www.NWYS.org and indicate you are my table guest on the drop down menu.

I look forward to spending the evening with you!

[Name]

If you or your guest uses Outlook or Gmail, consider sending them a calendar appointment.

If your guest says: "Maybe, can I get back to you?" You might respond —

Thanks so much for considering my invitation – I know how busy you are, and I appreciate you checking your schedule. I am excited about the possibility of you joining me – I think you would really enjoy the event.

I have attached the event information to this email for your reference or you can learn more at www.NWYS.org. I'll circle back in a couple of weeks if I don't hear from you in the meantime.

Look forward to talking soon!

[Name]

If your guest says: "No, sorry, I can't make it." You might respond —

Thanks so much for considering. Hopefully you can join me next year!

If you have a moment, I encourage you to visit www.NWYS.org to learn about the amazing work this organization is doing in support of young people. I think you will understand why I am such a strong advocate of their work.

If you are inspired by what you learn, please consider making a contribution to Northwest Youth Services. Your gift will be put to great use providing shelter, warm meals, support for LGBTQ youth, case management, vocational training, clinical support and more.

If you have any questions, please let me know.

Thanks again!

[Name]

III. Registering Your Guests

You and your guests can confirm your attendance in one of the following ways, depending how tickets will be paid for:

1. Sponsor your table by completing the registration online at www.NWYS.org. Fill out the guest attendee chart, downloaded from our website at www.NWYS.org, adding in additional guests in the fields provided. Submit the chart via email to SigourneyG@NWYS.org as often as you confirm new guests.
2. Ask your guests to register themselves by filling out the online registration form and selecting your name from a drop-down list of Table Captains.

All tables accommodate 8 guests comfortably. Should you have additional guests, we will seat them at a second table adjacent to you. You are also welcome to fill more than one table, let us know if filling multiple tables is of interest to you.

IV. Finalizing your table

Please plan to confirm your guests with Northwest Youth Services by Oct. 4th. Final changes, additions and details should be submitted by Oct. 21st to ensure the best possible experience for your guests.

We will confirm all details with you by Friday, Oct. 25.

V. Before the event

You will be a key contact for guests prior to the event. Get your guests excited by sharing information about the organization and/or a reminder email.

VI. At the event

Welcome and meet your guests. Show them around the venue, introduce your guests to Northwest Youth Services and share why Northwest Youth Services matters to you!

VII. After the event

Please thank your guests for their generous support of Northwest Youths Services. Introduce guests who are interested in learning more to Northwest Youth Services staff.

Pre-event checklist

Starting Now

- Create your guest list.
- Send invitation emails to each person - view save the date template email on page 8.

August- October

- Check in with those who you have not heard from.
- For those who cannot attend, send them a link to Northwest Youth Services donation page.
- Register your table or confirm that your guests have registered.

1 Month before

- Check in with all guests.
- Verify dietary requests were made at registration.
- Submit any missing contact information for your guests to SigourneyG@NWYS.org

October 21, 2019

- Confirm final guest list – including all names, meal choices, guest contact information and any special requests.

1 Week before

All guests will receive an emailed event reminder from Northwest Youth Services.

- Contact your guests a few days prior to the event and encourage a 6:00 arrival.
- A fun thing that some table captains do is table seating cards, chocolates or notes to guests at your table.

Day of Gala

- Arrive at 5:50.
- Greet your guests and have fun!

Invitation Template

Dear [Name],

I am excited to be hosting a table at Northwest Youth Services gala and auction on Friday, November 8, 2019 at Settlemeyer Hall. I believe in and support the work Northwest Youth Services does and hope you will join me at my table as my guest.

As you may know, Northwest Youth Services provides housing and wrap-around support services for at-risk, runaway and homeless youth. In 2018 they provided housing and supports to over 1,500 youth ages 13-24 in Whatcom and Skagit Counties. Through six core programs they collaborate with young people, providing the resources needed to meet their goals.

[OPTIONAL: Share your personal connection here]

The Light Their Path Gala is a unique opportunity to learn about the difference Northwest Youth Services makes in the lives of youth in our community every day. This is a fun, mission filled event and I think you will appreciate the compelling program they have planned for you.

[OPTION 1: I have included information about the event below. All you need to do is reply to my email if you can attend – I'll take care of the registration for you. In the meantime you can learn more at www.NWYS.org.]

[OPTION 2: I have included information about the event below. If you would like to attend, please reply to my email and I will provide you with the details on how to register. The ticket cost is \$100 until September 15 and \$125 after, and includes a plated dinner, drink ticket and Dunham Cellars wine at the table. In the meantime you can learn more at www.NWYS.org.]

I hope you can join me!

[Your Name]

Northwest Youth Services' Light Their Path Gala

Friday, November 8, 2019

Doors open – 6:00 PM

Bellingham Technical College's Settlemeyer Hall

3028 Lindbergh Ave, Bellingham, WA 98225