



EOI's Annual Dinner

Thursday, September 19, 2019, 5:30 – 7:30 pm
Fisher Pavilion, Seattle Center, 305 Harrison Street, Seattle 98109

INFORMATION PACKET FOR TABLE CAPTAINS

Dear EOI Friend and Supporter,

Thank you for your steadfast support of EOI! By showing up and taking action for what you believe in, Washington State is becoming a more just and equitable place for all.

As such a strong and active supporter, we are wondering if you'd take your support to the next level and be **a Table Captain for our upcoming Annual Dinner on Thursday, September 19th!** 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 19th.

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 are 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 buy a ticket or make a donation during the event.

If you have any questions or concerns, please don't hesitate to contact me at (206) 529-6375 or by email at sam@opportunityinstitute.org.

Thank you for your commitment to EOI!

With gratitude,

A handwritten signature in black ink, appearing to read 'Sam Hk'.

Sam Hatzenbeler
Development Director

A handwritten signature in black ink, appearing to read 'Melanie Mazza'.

Melanie Mazza
Development Associate



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TABLE CAPTAIN GUIDE

MARCH – 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!

APRIL & MAY – 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! Place calls to those who you'd like to invite, or if you prefer to invite via email, we've included a sample script on the last page of this packet.

JUNE & 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 dinner is the an exciting occasion to celebrate 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@opportunityinstitute.org no later than **Monday, August 19th**!

1 WEEK BEFORE EVENT, Thursday September 12th

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 18th

Call or text guests confirming their attendance and reminding them of the 5:30pm cocktail hour and the location at Fisher Pavilion at Seattle Center.

3 Helpful Tips for Table Captains

Communicate Expectations	Make it Compelling	Be a Good Host
This event provides EOI the necessary funds to carry out or policy work year-round, and it's always best for you and your guests to understand the fundraising expectation in advance.	Give your guests more reasons to come! Communicate why EOI's work to build a more equitable Washington state is important to you, and why you think they would enjoy the event.	Welcome your guests as they arrive to the event. Introduce them to others, and encourage them to participate in games and mingling. Get them excited so they have fun and are eager to participate.



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CONFIRMED GUEST LIST (due Monday, August 19th, 2019)

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. This information can also be sent via email to sam@opportunityinstitute.org

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	Guest Email	Meal Preference
1. (Table Captain)		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
2.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
3.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
4.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
5.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
6.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
7.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
8.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
9.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:
10.		<input type="radio"/> Meat <input type="radio"/> Vegetarian <input type="radio"/> Other:

Please return to Sam Hatzenbeler via email at: sam@opportunityinstitute.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 Annual Dinner, and I would be honored to have you join me at my table. The event will be held on **Thursday, September 19th, 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.]

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.

EOI has made enormous strides in its 21-year history, including securing statewide Paid Family and Medical Leave, the Equal Pay and Opportunity Act, the Seattle Income Tax Ordinance, and is currently advocating for affordable health care access and fair compensation for Early Childhood Educators. By joining me at EOI's Annual Dinner, you are helping to ensure that all Washingtonians have the opportunity to access health care, education, retirement, and a work-life balance without facing financial insecurity.

Note that this is a fundraiser, so I encourage you to attend with a giving spirit! This event raises critical funds to advance public policies that support all Washingtonians regardless of race, gender, or economic status. Every dollar raised at this event goes directly toward EOI's work building equity in our state. It is up to us to lend support and make a more equitable future possible!

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!

Warm regards,

(your name)