



Hope is Golden

BENEFIT LUNCHEON

Welcome, Table Captain!

Thank you for agreeing to be a Table Captain at our 4th annual Hope is Golden Benefit Luncheon. Your advocacy directly impacts the lives of children with cancer and their families. This event will be held on September 28, 2016 from 12:00 - 1:00 pm (doors open at 11:30 for the Silent Auction) at the Lincoln Center in Spokane. Your support will help us bring awareness to childhood cancer and raise funds to help our organization continue to provide emotional, educational, and financial support to children with cancer and their families.

Table Captains are essential in ensuring the success of this event. We are providing this packet to ensure that you have all of the information you need to be successful and enjoy yourself at the same time! Please take a moment to familiarize yourself with the packet.

As a Table Captain, you have agreed to fill a table with eight people (including yourself). We recommend that you invite people who you believe would like to learn more about the work we do at ACCOIN.

When you are inviting guests to sit at your table, we advise that you ask them in person or via telephone. Then, confirm with them by mailing them one of the postcards provided in this packet. Please also plan to call your guests a week before the event to reconfirm. ***This year you may consider dedicating your table to a loved one who has been impacted by cancer. You can specify the dedication on the attached forms.***

Suggestion for inviting table guests:

“Hello, _____, I would like to invite you to join me at my table for the Hope is Golden Benefit Luncheon hosted by the American Childhood Cancer Organization Inland Northwest on September 28th, 2016. The luncheon is a free event for people to come and learn more about helping local children with cancer and their families. This event is also a fundraiser and you will be asked to consider making a contribution.

However, there is no minimum or maximum gift requested! The main purpose of this event is to educate people on ACCOIN’s mission and their impact on the lives of children with cancer. With the help of local people like you, ACCOIN can continue to provide programs and services for children fighting cancer. I would be delighted if you would join!”

Please scan and email your confirmed guest list on the form provided to the ACCOIN office (alicia@accoinlandnw.org) by September 19, 2016. Please feel free to contact the ACCOIN office should you have any further questions or need additional materials at 509-443-4162 or office@accoinlandnw.org.

Again, thank you for serving as a Table Captain! Your participation enables us to continue helping local families affected by childhood cancer.

Table Captain Instructions:

1. Fill a table with eight guests including yourself.
2. Mail save-the-date postcards to each guest as they accept your invitation.
3. Submit your final guest list to ACCOIN by September 19, 2016.
4. Pass out pledge cards and envelopes when prompted at the Luncheon.
5. Set an example for your guests by filling out your pledge card at the designated time.
6. Collect completed pledge cards in their envelopes from your guests and submit them before you leave.

Common Questions:

What do Table Captains do?

Table captains are volunteers who help the American Childhood Cancer Organization Inland Northwest by inviting their family, friends, colleagues, and other interested members of the community to join them in attending and supporting the *Hope Is Golden Benefit Luncheon*.

How do I get started?

Make a list of everyone you know who might be interested and willing to financially support ACCOIN's mission and work. We are counting on you to fill a table of eight people, but don't stop there. We can always accommodate additional guests, so think big! Consider teaming up with a friend to fill two tables.

What's the best way to recruit guests?

We suggest you contact your list of potential guests in at least two ways. Start by talking to people personally, and then sending them a follow up email or note. Explain to them why you support ACCOIN and invite them to join you at the event.

How much does it cost to attend?

There is no price per seat but each guest is encouraged to make a donation.

How do I register my guests?

Fill out the attached form and email it to alicia@accoinlandnw.org.

When is the registration deadline?

September 19, 2016

What if I can't fill my table?

Please contact us as soon as you know you will not be able to recruit enough guests to fill your table. Although this event is organized around Table Captains inviting guests, each year there are a number of individual guests who attend the event who do not have a Table Captain. We will seat these guests at tables that have not been filled.

Should I send a pre-event reminder?

Absolutely! The most powerful reminder is a quick email or phone call from you a few days before the event.

What is the day of the event like?

On the day of the event, doors will open at 11:30 a.m., at which time you and your guests will check in at the registration area to receive your table seating assignments. The Silent Auction will be open when you arrive, lunch will be served at noon, and the event will commence shortly before 1:00 p.m.

What happens after the event?

Attendees who made a gift will receive a thank you note for their contribution shortly after the event. Please encourage your guests who did not attend to join you in making a gift. This greatly increases the amount of total donations received!

Yes! Please register me to be a Table Captain:

There are two copies of this registration – please return one with your personal information and keep one for recording your guests.

Name:			
Address:		Home Phone:	
		Cell Phone:	
Email:		Best time to call:	
Preferred method of communication:		Dedicate table to:	

Checks should be made payable to: ACCOIN (American Childhood Cancer Organization Inland Northwest).

Guest List:

Name	Address	Phone	Email
(Yourself)			

Comments:

Please scan and submit completed form to alicia@accoinlandnw.org by September 19, 2016

Thank you!

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Thank you!