

# ELEVATE

AN EXTRAORDINARY EVENING TO  
LIFT WOMEN THROUGH EDUCATION

## Table Captain Guide

### AT A GLANCE

#### ELEVATE

[wwin.org/events](http://wwin.org/events)

Event date:

**September 23, 2023**

Location:

**Sodo Park, Seattle**

Table size:

**10 guests**

Ticket price:

**\$125**

Hosted table:

**\$1,250**

RSVP:

**Sept 12, 2023**

Contact us:

[wwininfo@wwin.org](mailto:wwininfo@wwin.org)

### WHAT TO EXPECT AS A TABLE CAPTAIN

VIP Status! You are the direct link to the success of the event. As a Table Captain, you will receive:

- An invitation for two to the Private Reception on the evening of the event
- A reserved table with Table Signage
- Complimentary Valet Parking for you and your guests
- Personal Concierge Service leading up to and at the event
- A custom Appreciation Gift

### HOW DO I SERVE AS A TABLE CAPTAIN?

Fill a table of ten with guests enthusiastic about providing women opportunities to reach the goals they have for themselves, their families and our communities.

\*You may also choose to co-captain a table by filling five seats. You may select your co-captain, or we can partner you with another.

### HOW DOES REGISTRATION WORK?

As a Table Captain, reserve your table online at [wwin.org/events](http://wwin.org/events) or contact us to reserve your table [wwininfo@wwin.org](mailto:wwininfo@wwin.org).

### There are two options for guest reservations:

- As a Table Captain, you may choose to host your guests by making an advance reservation of \$1,250 for a table for ten guests, or \$625 for a table of five guests if you are a co-captain. You will provide your guest list to us by September 12, 2023.

OR

- You can invite your prospective guests to register online by making their own \$125 reservation, noting your name as their Captain when they do so.



**WWIN.org/events**

Washington Women In Need (WWIN) 501(c)3 EIN #91-1559848  
425-451-8838 / 232 5th Avenue S, Suite 201, Kirkland, WA 98033





## Success Tips

### INVITING YOUR GUESTS

Make a list of your prospective guests. Potential guests may include friends, family members, business or professional acquaintances. Think about the people you know through your social, recreational, professional or civic involvement.

#### IMPORTANT DATES

##### **MARCH 1:**

Save the Date  
e-vites available

##### **MAY 1:**

Electronic and  
direct mail invitations  
available

##### **MAY 1:**

Online reservations  
open

##### **SEPTEMBER 12:**

RSVP due to WWIN

##### **SEPTEMBER 23:**

*Elevate*

Extend a **personal invitation** via the e-vite we will provide to you, or over the phone. We can provide you with paper invitations to mail as a follow up. Add a personal note with your name and contact information on the invitations you mail. We suggest you “over invite” for your table, as there will be unanticipated cancellations. If all of your guests confirm, we can add extra chairs or provide a second table!

Be confident and committed when you invite your guests. Share your personal reason about why you are supporting WWIN. Let them know this is a fundraising occasion, informing them there will be opportunities to donate in support of the women of WWIN.

### MAKING RESERVATIONS

Reservations are due **September 12, 2023**

If you are hosting your table guests, please ask your guests to RSVP directly to you, and then you will provide your guest names and their contact information to WWIN before September 12, 2023.

If you are not hosting your table guests, be sure to ask your guests to register online making their \$125 registration and selecting your name as their Captain, or return their direct mail reply cards to WWIN.

If you invite a guest who is unable to attend, please still send them an e-vite or direct mail invitation, reply card included, with a note letting them know they will be missed. They may decide to make a donation to WWIN in lieu of their attendance.

### VIRTUAL CAPTAIN

Unable to attend this year? Or, would you like to include those who you know would be unable to attend? You can also be a VIRTUAL CAPTAIN!

As a Virtual Captain, invite those near and far to *Elevate* women with a donation through your own Fundraising Page.

\*See Online Fundraising at [wwin.org/events](http://wwin.org/events)



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