

ELEVATE

AN EXTRAORDINARY EVENING TO
LIFT WOMEN THROUGH EDUCATION

Table Captain Guide

AT A GLANCE

ELEVATE

wwin.org/elevate

Event date:

September 28, 2024

Location:

Sodo Park, Seattle

Table size:

10 guests

Ticket price:

\$125 per person

Hosted tables:

\$1,250 per table

RSVP:

September 17, 2024

Contact us:

events@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:

- A reserved table with Table Signage
- Complimentary Valet Parking for you and your guests
- Personal Concierge Service leading up to and at the event
- An Appreciation Gift

HOW DO I SERVE AS A TABLE CAPTAIN?

Fill a table of **ten guests** to ignite the generational impact of education.

HOW DOES REGISTRATION WORK?

As a Table Captain, reserve your table online at wwin.org/elevate or contact us to reserve your table at events@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. You will provide your guest list to us by **September 17, 2024**.
- 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/elevate

Washington Women In Need (WWIN) 501(c) (3) EIN #911559848
425-451-8838 | 17404 Meridian East | Suite F PMB #193 | Puyallup, WA 98375





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:

Online reservations are open

Table guest e-vites are provided to you upon your table reservation

SEPTEMBER 17:

RSVPs due

SEPTEMBER 28:

Elevate

Extend a **personal invitation** via the e-vite we will provide to you, or over the phone. Add a personal note with your name and contact information on the invitations. 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 17, 2024.**

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 17, 2024.

If you are not hosting your table guests, be sure to ask your guests to register online by making their \$125 registration and selecting your name as their Captain.

If you invite a guest who is unable to attend, please still send them an e-vite or direct mail invitation 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 will be unable to attend? You can also be a VIRTUAL CAPTAIN!

As a Virtual Captain, invite those near and far to *Elevate* women by donating to the event. WWIN will provide language to help Virtual Captains meet their fundraising goals.



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