Legacy LUNCHEON

RMHC of the Inland Northwest

TABLE CAPTAIN TOOLKIT

Riverside Place
1110 West Riverside Ave, Spokane, WA 99201

WEDNESDAY, MARCH 20, 2024
11:00 AM - 12:30 PM

Legacy LUNCHEON

Hello,
Thank you so much for your consideration to serve as a table captain for the 2024 Legacy Luncheon on Wednesday, March 20, 2024. The theme this year is 'Through the Eyes of a Child" featuring:

- A Free Gourmet Plated lunch
- Live testimonies from our families and community supporters of RMHC INW
- Sharing our vision for 2024 so we can continue "Keeping Families Close"

The Legacy Luncheon is an opportunity to share with our community what we do at RMHC INW as well as give updates on what to expect from us for 2024! RMHC INW has been providing a "Home-Away-From-Home" for families across the Inland Northwest for over 37 years, and with your help, we can continue to keep families close.

The success of this event is determined in large part by the participation and generosity of our Table Captains—**YOU**! By participating as a Table Captain, you help us ensure we can provide services that so many families rely on. Filling your table is **KEY** to our fundraising endeavor, so we are pleased to provide you with the enclosed information, which includes tips for inviting guests and details of the event day.

Briefly, we ask each Table Captain to:

- Fill a table with 10 guests, including yourself
- Provide guest names/contact details to RMHC INW staff (this is important so that the organization can thank everyone who attends the event and send them updates on future opportunities)
- Encourage advanced registration for the luncheon (registration is free)
- Prepare your guests for the lunch with follow up provided by RMHC INW communications regarding details for the event
- Lead by example with energy, attentiveness, and investment
- Show gratitude for your guests' engagement in follow up by phone or email, thanking them for their time and generosity

Enclosed in this packet you will find the following:

- Table Captain Guide
- Table Captain Timeline
- Tips for recruitment, including a sample email
- Day of Legacy Luncheon Information

Again, thank you so much for your commitment to RMHC INW. If you have any questions, please feel free reach out to Kaitlin Cole at kcole@rmhcinlandnw.org

With appreciation,

Legacy Luncheon Event Chair:
Trina Murphy, *STCU Senior Home Loan Officer*

TABLE CAPTAIN GUIDE

1. MAKE A LIST OF POTENTIAL GUESTS
Brainstorm a list of people with whom you are acquainted. **Think beyond your immediate friends and family.**

As this is a free to attend fundraising event, prioritize guests who have the desire to make a difference.

2. REACH OUT
Now that you have the list of people, it is time to connect with each person. There is no substitute for a face to face invitation, but if that is not possible, a telephone or email invitation is the next best option. See our "Tips for Recruitment" sheet for a sample email if you need a little inspiration.

3. COMMUNICATE CLEAR EXPECTATIONS
This is a fundraising event. Explain to your guests that you have chosen them because you believe they, like you, are interested in providing a "Home-Away-From-Home" for families facing extreme circumstances. It is also important to communicate why you are personally drawn to invest your time and money with RMHC, sharing things that drew you to RMHC is so helpful when inviting people to your table.

4. REGISTER YOUR GUESTS
If you choose to host a table we ask that you communicate their names and email addresses to Kaitlin Cole (kcole@rmhcinlandnw.org)

5. ENCOURAGE MONETARY DONATIONS
As this is a fundraising event, donations are essential to our success. If someone cannot attend but would still like to donate, it is easy! They can email kcole@rmhcinlandnw.org, or go to www. rmhcinlandnw.org/donate.

6. FOLLOW UP
Make sure to follow up with each guest individually and thank them for their support. Let them know the final event's fundraising success to share the impact they were a part of! This is one of the most important roles for a table captain, as it can be difficult for the organization to personally thank each attendee.

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TABLE CAPTAIN TIMELINE

IMMEDIATELY	• Begin brainstorming potential guests
JANUARY/EARLY FEBRUARY 2024	• Electronic invites available from RMHC INW • Request printed copies from Kaitlin Cole • (kcole@ rmhcinlandnw.org) for personal notes • Follow up with invited guests
FEBRUARY 2024	• Follow up with guests and confirm attendance • Forward guest names and contact info to RMHC INW staff by March 1, 2024
MARCH 2024	• Ensure guests are registered for Legacy Luncheon by March 1, 2024 • Send final event details to guests by March 15, 2024
1 WEEK POST-EVENT	• Personalize thank-you notes for each attendee • Mention how their donations will make a difference • Include total funds raised from the luncheon (provided after the event) • Get your table's giving total upon request, and the Table Captain with the largest donations wins a FREE night's stay at The Davenport!

TIPS FOR RECRUITMENT

- Take some time to learn about or review RMHC INW mission and programming at
- https://rmhcinlandnw.org

- Tell people about your personal connection to RMHC INW. Your story often means as much to your friends and colleagues as it means to you.

- Let everyone know this event is both a fundraiser (free to attend) and a chance to learn about RMHC's work with families. Offer a suggested donation amount, $100 is a good starting point, but emphasize any amount is appreciated.

- It's important to follow up with people you don't hear back from. Just because they don't follow up with you does not mean they are not interested in joining you or making a gift to the organization if they cannot attend. People get busy and forget to RSVP even though they have every intention of attending the event.

- If your invitees are not able to attend, consider asking them to make a tax-deductible, non-attending gift to RMHC INW. This is a nice way for your friends to honor and recognize your commitment to the organization. Feel free to call us and ask questions, we would really love to help!

SAMPLE EMAIL

I would like to invite you to join me at my table at the Annual Legacy Luncheon for Ronald McDonald House on Wednesday, March 20, 2024 at Riverside Place. The Legacy Luncheon is a fundraiser that is free to attend and benefits RMHC INW, an organization I've been [supporting/involved with/ serving on the board for years].

This year's Legacy Luncheon will feature:
• Plated lunch catered by Beacon Hill
• Live testimonies from our families and community supporters of RMHC INW
• Sharing our vision for 2024 so we can continue "Keeping Families Close"

To learn more about RMHC INW and the amazing work they do with families in our community, check out their website at www.rmhcinlandnw.org.

As you learn more about RMHC INW, I hope you will join me at my table and share my enthusiastic support for this wonderful organization!

Here are the details, so mark your calendar. I'll check in with you next week to follow up in case you have any questions. This is such an uplifting and inspiring event that makes a tremendous difference in our community. I would love to have you join me.

WHEN:
Wednesday, March 20, 2024
11:00-12:30pm

WHERE:
Riverside Place 1110 West Riverside Ave, Spokane, WA 99201

HOW:
RSVP back to me, or go to kcole@rmhcinlandnw.org

EVENT DETAILS

DATE:
Wednesday, March 20, 2024

TIME:
11:00 am-12:30 pm

LOCATION:
Riverside Place: 1110 West Riverside Ave, Spokane, WA 99201

PARKING:
Parking provided behind the venue on Main Ave beetween 2 lots. Details provided with registration.

ATTIRE:
Business Attire

EVENT DESCRIPTION:
This year's Legacy Luncheon will feature:
• Plated lunch catered by Beacon Hill Catering & Events
• Live testimonies from our families and community supporters of RMHC INW
• Sharing our vision for 2024 so we can continue "Keeping Families Close"

TICKET PRICING:
Event Sponsorships available

MENU CHOICES:
- Grilled Chicken & Spinach Salad with Quinoa, Fresh Raspberries & Mandarin Oranges
- Accomidations will be provided for dietary restrictions. Please note at registration.

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