

Table Captain Guide

Climate Solutions 2nd Annual Breakfast

Leading the Way to Clean Economy Jobs and Regional Prosperity

Thursday May 27, 2010, 7:30am-9:00am (check-in at 7:00am)

The Westin Seattle

Thank you for volunteering as a table captain for our 2nd Annual Breakfast on May 27. Your efforts are critical to making this event a success. A Table Captain Guest form is available.

We encourage you to frequently visit our website, www.climatesolutions.org/events to find up-to-date information such as event details, driving directions, ticket purchase, volunteer info and more details for table captains. Feel free to direct your guests to this site as well if they'd like to better acquaint themselves with Climate Solutions.

Some guidelines to help you in your role as table captain are listed below. Please contact Teresa Myers at teresa@climatesolutions.org if you have any questions.

1. Prepare

Take a moment to think about your personal decision to support Climate Solutions before you begin inviting people to the event. Your guests will be interested to know why Climate Solutions is important to you, so please share this information with them as you make your initial contacts.

2. Make Contact

List 20 prospects and decide what will work best for you and your prospects: an initial phone call followed by a letter or note, or a letter followed by a phone call. Don't wait – start early!

3. Communicate Expectations

Make it clear that this is a fundraising event and there is a ticket price of \$100 (\$75 Early bird price – register by May 13). Beyond that there is no donation minimum or maximum but we are hoping that your guests will be so inspired that they will be moved to make an additional donation at the event.

4. Tables of 10

Tables accommodate 10 people, so you'll need to find 9 others besides yourself. Due to the fact that some end up canceling at the last minute, we suggest that you recruit 11 or 12 guests to fill your table. We will seat extra guests at a table near you, so don't worry if your guests are an exceptionally reliable bunch.

5. We'll Help Fill Seats

Olympia: 219 Legion Way SW, Suite 201 • Olympia, WA 98501 • 360-352-1763 • fax: 360-943-4977

Seattle: 1402 Third Ave, Suite 1305 • Seattle, WA 98101 • 206-443-9570 • fax: 206-624-2022

Portland: 721 NW Ninth Ave, Suite 236 • Portland, OR 97209 • 503.227.8928

info@climatesolutions.org • www.climatesolutions.org

Please contact us if you are short of 10 committed names. We can probably pair you up as a co-captain or place extra guests at your table. But please let us know as soon as possible!

6. Return Forms no later than May 4th, 2010

Your Guest List containing the names and addresses of those who have accepted your invitation is as important to us as it is to you. Please ensure that the spelling of the names and the addresses are correct as we will be mailing invitations from your list.

7. Substituting Guests

You may substitute guests for those who cancel at the last minute; in fact, we encourage you to fill vacancies. We will have blank giving packets available for any last minute additions to your table (If you can...let us know. It will make the registration process smoother for your guests.)

8. Pre-Event Reminders for your Guests

We suggest that you remind your guests at least twice – the week before the event and the day before the event. Without reminders, you may be surprised how many forget! Also, encourage your guests to bring matching gift forms from their companies.

9. Table Assignments

We use a numbering system to assign tables. Table assignments will be given out to each guest when they pick up their name tags. We hope this will make seating easier and less confusing for everyone. We will also have registration tables with a map of table assignments the day of the event.

10. Post Event Follow-up

We ask that you personally thank each of your guests by phone or e-mail the day after the event. Donors will receive a typed thank-you from Climate Solutions.