

SUMMER  
SEARCH



# ***TABLE CAPTAIN TOOLKIT***

***Summer Search Seattle Gala 2025***

# ***Table Captain Commitment***

Invite people to attend or donate

Promote Gala to my community

Table will raise \$1,000 via individual guest tickets or table purchase

Personally engage and thank my guests

# ***Table Captain Options***

## **Fundraised Table**

We reserve a table of 10 for you and your guests. You and your guests each pay for your own individual tickets.

## **Purchased / Sponsor Table**

You purchase a table for you and your guests. Your guests are not required to pay for their individual tickets.

# ***TABLE CAPTAIN INFO + RESOURCES***

## **INFORMATION:**

- **Event Date / Time:** Saturday 3/29/2025
- **Time:** 6pm – 8:30pm
- **Venue:** The Westin Seattle
- **Registration Closes:** March 17
- **Table:** You + 9 guests = 1 Table
- **Attire:** Business / Cocktail

## **RESOURCES:**

- **Site:** [www.SummerSearch.org/SeattleGala](http://www.SummerSearch.org/SeattleGala)
- **Invite Templates:** [Email and Text Template](#)
- **Program Overview:** [Summer Search 1 Pager](#)
- **Guest List Tracker:** [Guest List Tracking Sheet](#)

## **Summer Search Contacts:**

Alecia Cunningham – [Acunningham@summersearch.org](mailto:Acunningham@summersearch.org)

Philip Watkins – [Pwatkins@summersearch.org](mailto:Pwatkins@summersearch.org)

# ***HOW TO FILL YOUR TABLE - Make a List!***

***Make a List***  
***30 Contacts***  
***(At Least)***

## ***Who you should consider:***

- Who has the capacity to make a contribution?
- Who do you do business with?
- Who is part of your family?
- Who are your personal friends?
- Who is in your outer circles: house of worship, social club, neighborhood, friends you met through your child's school, etc.
- Who has invited you to a fundraising event or to support their favorite cause?
- Who shares your vision/values to want to connect with Summer Search and support the cause?

# ***HOW TO FILL YOUR TABLE - Invite Guests***

## ***Invite Tips:***

- The ONLY REASON anyone will attend, is because someone they respect and admire invited them. That's you! So, make it personal.
- Mail an invitation with your own personal note inserted, or drop it on their front porch with a bottle of their favorite beverage!
- Email or text your invitation (not to group, but a personal message).
- Use templates if you need to.
- Be ready to hear plenty of "declines" but you won't be discouraged because you have many others on your list!

## ***Follow up is Critical:***

- Follow up with voicemails, emails, and text messages (one each, all of the above)
- We're all busy, so be sure you have touched that person's email inbox, voicemail box, and text thread once (each) before you "give up" on them.

Registration  
Closes  
March 17

# ***GUEST REGISTRATION***

## **For Fundraised Tables**

Direct guests to purchase  
“Individual” tickets at  
[www.SummerSearch.org/Seattle  
Gala](http://www.SummerSearch.org/SeattleGala)

They will select your name on  
the registration form.

## **For Purchased / Sponsor Tables**

Direct guest to select the “Guest  
of purchased / sponsor table”  
[www.SummerSearch.org/Seattle  
Gala](http://www.SummerSearch.org/SeattleGala)

They will select your name on  
the registration form.

# ***Sponsorship Requests and Resources***

- If you are interested in supporting sponsorship outreach or if you know an organization that might be interested in sponsoring let Philip Watkins at [Pwatkins@summersearch.org](mailto:Pwatkins@summersearch.org) know.
- In-kind wine donations from wineries are needed too!
- Sponsors can select and pay for their level of sponsorship on the [Event Page](#)
- [Gala Sponsorship Packet](#)



# ***Event FAQ***

- **Who should I invite to the event?**

- We want to fill this event with folks who will enjoy it and willing to donate – be they your neighbor, colleague, friends, family, former mentor, or dog walker! We are excited to get re-connected with our larger community and even meet supporters who are new to Summer Search. We value anyone's contribution to Summer Search. The more the merrier!

- **Are there any resources to help me with language or emails for inviting guests?**

- Yes! this Tool Kit deck has an email templates on previous slides.

- **Do tickets cost money for my guests?**

It Depends!

- **For Purchased Tables:** If you purchased your table (\$1000) then guests may register as “Guest of Purchased / Sponsor Table” at no cost to them.
- **For Fundraised Tables:** If you purchased a fundraised table then guests must pay for their own ticket by purchasing “individual tickets” at \$100 each.

- **How many people can fill 1 table and who will sit there?**

- 10 people per table. The table will be filled with your guests who associate themselves with your table at registration.

- **What is being served for dinner?**

- Salmon, chicken, or vegan options.

- **Will there be drinks / bar?**

- Yes!

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