



## TABLE CAPTAIN BASICS

Thank you for your interest in volunteering with the Cascade Land Conservancy as a Table Captain for the 16<sup>th</sup> Annual Conservation Awards Breakfast. Your support conserves and restores the treasured landscapes of the Pacific Northwest and enhances the quality of life in our communities. *Thank you for your partnership and support during our biggest event of the year.*

Each person who attends the Conservation Awards Breakfast is part of a community that cares about and supports the conservation work in our region. As a Table Captain, you play a unique role in ensuring our success and helping us build a network of support.

A Table Captain:

- Reaches out into their community to help Cascade Land Conservancy tell our mission and our story.
- Brings 9 or more of their friends, family, and business associates to the Conservation Awards Breakfast
- Inspires guests to give a meaningful gift to during the Breakfast.

**When:** Thursday, May 12, 2011 from 7:30 – 9:00am. Registration begins at 7:00am.

**Where:** Washington State Trade and Convention Center, Seattle, Washington

**Cost:** While the Conservation Awards Breakfast is free to attend, there is a suggested minimum donation of \$200. After learning more about the work of CLC, we hope you and your guests will feel inspired to give. As a Table Captain, your story will inspire your guests to support CLC.

**Who:** People like you! Additionally, over 1,900 business leaders, elected and tribal officials, environmentalists and community partners join us the Breakfast.

**Please provide a list of your guests to Cascade Land Conservancy by April 22<sup>nd</sup>.** If you have questions about being a Table Captain, or feel inspired to fill more than one table please call Mandy Mercure at 206-905-6919 or email [mandym@cascadeland.org](mailto:mandym@cascadeland.org)

***Table Captains are essential to our success. Thank you!***

**Main Office** ~ 615 Second Avenue, Suite 600 ~ Seattle, WA 98104 ~ P. 206.292.5907 ~ F. 206.292.4765  
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**CASCADELAND.ORG**

# 16<sup>TH</sup> ANNUAL CONSERVATION AWARD BREAKFAST

Thursday, May 12, 2011 from 7:30-9:00 a.m.  
Washington State Trade and Convention Center in Seattle

## Table Captain Tips and Facts

### **What is the best way to ask someone to attend and sit at my table?**

A personal phone call is usually the easiest and best way. Tell your potential guest about Cascade Land Conservancy and the work we do in the region. Make your conversation personal and let them know how important this is to you. Let your guests know what a unique opportunity this is to enjoy an event that will be educational and entertaining. When they say “yes,” follow up immediately by emailing or mailing an invitation.

### **How will I ever find nine guests?**

You are invited to ask your professional colleagues, family members, friends or other community members that you think would be interested in learning more about the work that Cascade Land Conservancy does. It is the collection of individuals that supports the work of Cascade Land Conservancy, so remember that each person you ask has a hand in creating a community of support!

### **What will my guests be asked to be give?**

While the Conservation Awards Breakfast is free to attend, there is a suggested minimum donation of \$200. After learning more about the work of CLC, we hope you and your guests will feel inspired to give. As a Table Captain, your story will inspire your guests to support CLC.

### **How many guests fill a table?**

You can invite up to 9 people to fill a table. We encourage you to invite more guests if you feel inspired to, and we can reserve another table for you. If you are not able to fill a table, we can pair you with another partial table (do not let the lack of a full table keep you from attending-everyone counts!)

Remember to encourage your guests to attend, and let them know how important it is for them to be there.

Submit your completed guest list(s) by April 22, 2011 by contacting Mandy Mercure, 206-905-6919 or [mandym@cascadeland.org](mailto:mandym@cascadeland.org)

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## Sample Invitation *For potential guests*

Dear \_\_\_\_\_,

I am serving as a Table Captain for Cascade Land Conservancy's 16<sup>th</sup> Annual Conservation Awards Breakfast and I hope that you will join me at my table. The Breakfast is scheduled for Thursday, May 12, 2011 at the Washington State Trade and Convention Center.

This gathering will bring together conservationists from throughout the state, drawing 1900 business leaders, elected officials, civic, tribal and community leaders. The program will honor leaders for their land conservation and stewardship work. It will be inspiring and fun, and is great way to start your day!

The Breakfast is a fundraiser, so please bring your checkbook and a giving spirit. We hope that everyone at the event can give at least \$200, and hopefully the philanthropic spirit of the room will inspire you to do even more. Registration begins at 7:00 a.m. and the program starts at 7:30 a.m. in order to end promptly before 9:00 a.m.

As you know, I care deeply about our natural environment, and the opportunities that we all have to enjoy the outdoors. Cascade Land Conservancy is saving thousands of acres of natural land, leading a movement to connect conservation to the fabric of our community, and helping to shape our region's future. I sincerely hope you can join me to celebrate and support these efforts.

Please let me know if you can come by April 15<sup>th</sup>, 2011.

Warm regards,  
(your name)



**Confirmed Guest List**  
**Due: Friday, April 22, 2011 (or sooner!)**

This step is very important to making the breakfast a positive experience for you and all of your guests. Please use this form to let us know who will be sitting at your table (yourself, plus nine confirmed guests). Thank you for being thorough and prompt.

**Complete contact information and correct spelling is very important.**  
**Please provide email addresses and, if possible, full addresses and phone numbers.**

This will allow us to send an email confirmation before the event and a prompt thank you note afterwards.

<b>Guest Name</b>	<b>Contact Info (email/postal address)</b>	<b>Is a VIP or elected official?</b>
1. <i>You, the Table Captain</i>		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

If you do not have a full table of 10 people, please let us know your preference:

- Please fill the empty seats with other guests.
- I commit to filling the empty seats by April 22<sup>nd</sup> and sending those names to CLC.

**Fax to (206) 577-2315 or email your list to [mandym@cascadeland.org](mailto:mandym@cascadeland.org)**

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