



## TABLE CAPTAIN BASICS

Thank you for your interest in volunteering with the Cascade Land Conservancy and our work to protect and care for our region's precious natural, recreational and resource lands. **Your participation is important and will be well recognized.**

The 15th Annual Conservation Awards Breakfast will take place on **Thursday May 6, 2010** at the Washington State Trade and Convention Center. Registration will open at 7:00 a.m. and our program will run from 7:30-9:00 a.m. Cascade Land Conservancy's goals for the event are to bring together 1,800 business and community leaders, conservationists and elected officials to celebrate local heroes and raise money for land conservation and stewardship.

**The key to our success is getting the right people to the event.** That is where you come in as a Table Captain. Your job is to invite enough people to fill the table with guests who want to learn more about Cascade Land Conservancy. **EACH TABLE SEATS 10 GUESTS.** They can be friends or business associates who already are familiar with the Conservancy or individuals who have never heard of our work.

There is no charge to attend the Breakfast. During the presentation we will ask everyone in attendance to consider making a financial contribution to Cascade Land Conservancy. You will lead your guests through the simple process of making donations. The suggested donation is \$150 or more. Guests are not obligated; our hope is that they will be inspired.

**You are responsible for providing Cascade Land Conservancy with a list of guests by APRIL 16<sup>TH</sup>.** If you have questions, or you would like the electronic version of these documents, please contact Mandy Mercure by phone at (206) 905-6919 or by email at [events@cascadeland.org](mailto:events@cascadeland.org).

### **Instructions for Thursday, May 6, 2010 (the day of the event):**

- There will be an envelope on your table with donation forms for each guest. These forms are personalized: they have your guests' names and addresses (if provided) on them.
- During the program, you will be prompted to give the forms to each guest. Please encourage your guests to give at a level that demonstrates their enthusiasm for the Conservancy. *The \$150 suggested donation is neither a minimum nor a maximum.*
- If your guests choose to make a contribution or pledge during the program, please collect the forms and put them back in the envelope and place on the table for staff members to pick up.
- We will send thank you cards to you and your guests. (It's a big job, so volunteers to help out are always appreciated!)

**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  
**King County** ~ **Kittitas County** ~ **Mason County** ~ **Pierce County** ~ **Snohomish County**  
[info@cascadeland.org](mailto:info@cascadeland.org)

**CASCADELAND.ORG**

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

Thursday, May 6, 2010 from 7:30-9:00 a.m.

Washington State Trade and Convention Center in Seattle

## SAMPLE INVITATION *For potential guests*

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

I am serving as a Table Captain for Cascade Land Conservancy's 15<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 6, 2010 at the Washington State Trade and Convention Center.

This gathering will bring together conservationists from throughout the state, drawing 1800 business leaders, elected officials, civic, tribal and community leaders. The program will honor leaders for their land conservation and stewardship work. It should be inspiring and fun!

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 \$150, and perhaps we can 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, 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 9<sup>th</sup>, 2010.

Warm regards,  
(your name)



**CONFIRMED GUEST LIST**  
**Due: Friday, April 16, 2010 (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 16<sup>th</sup> and sending those names to CLC.

**Fax to (206) 577-2940 or email your list to [events@cascadeland.org](mailto:events@cascadeland.org)**

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