



**PIERCE COUNTY CONSERVATION LUNCHEON**  
Monday, October 23, 2006 | Tacoma Convention Center  
12:00-1:30 pm (*Doors open at 11:30*)  
**Please RSVP before Wed, Oct 11**  
*Suggested donation per guest (at the event) \$60.*

## **TABLE CAPTAIN PACKET**

*Invitation to participate as a Table Captain for the Pierce County Conservation Luncheon*

Thank you for your interest in this volunteer commitment to support Cascade Land Conservancy and our work to protect and care for our region's most precious resource – the land. **Your participation is important and will be well recognized.**

The Pierce County Conservation Luncheon will take place on **Monday, October 23, 2006** at the Tacoma Convention Center. Registration will open at 11:30 and our program will run from 12:00-1:00. Cascade Land Conservancy's goals for the event are to bring together **500 guests** – business and community leaders, conservationists and elected official – and, together, to **raise \$80,000** for land conservation and stewardship.

**The key to our success is getting the right people there.** That is where you come in as a Table Captain. Your job is to invite enough people to confirm 9 to join you as your guests at the luncheon to learn more about Cascade Land Conservancy. They can be friends or business associates who already are familiar with CLC or who have never heard of our work.

**You are responsible for providing CLC with a list of guests by October 11, 2006.** This deadline is two weeks in advance of the event, so we can mail a confirmation card to your guests. We suggest that you submit your guest list online at [www.cascadeland.org/events](http://www.cascadeland.org/events). If you have questions, please contact Allison Riese, Development Manager by phone: (206) 292-5907 x108 or email: [allisonr@cascadeland.org](mailto:allisonr@cascadeland.org).

Remember, there is no charge to attend the luncheon, but during the presentation we will ask everyone in attendance to consider making a financial contribution to Cascade Land Conservancy. The suggested donation is \$60.

### **Instructions for Monday, October 23, 2006 (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 CLC and is appropriate for them. *The \$60 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 on the table, in the envelope, for CLC staff members to pick up and process.
- On the afternoon of October 23, 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!**





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## FACT SHEET

You are invited to join Cascade Land Conservancy for a fundraising luncheon to celebrate leadership in land conservation and stewardship. Join over 500 business leaders, elected officials and conservationists from Pierce County and throughout the region.

*Hosted by: CLC Board of Directors, Pierce County Trustees and Ryan Mello, Pierce County Conservation Director.*

### Luncheon Goals

- Number of guests (10 per table) ..... 500
- Suggested contribution per guest ..... \$60 (or more!)
- Corporate and community sponsorships (\$600 and up) ..... \$50,000
- **Total support for land conservation and stewardship..... \$80,000**

### Important Dates

- Deadline for recognition on the event invitation..... Sept 1, 2006
- Deadline for recognition in the event program ..... Oct 2, 2006
- Table Captain's GUEST LIST due ..... Oct 11, 2006
- **2006 PIERCE CO. CONSERVATION AWARDS LUNCHEON..... Oct 23, 2006**

## EVENT CONTACTS

### Major Donors & Sponsors

Deb Crespin  
VP Development  
(206) 292-5907 ext. 111  
debc@casca deland.org

David Patton  
Major Gifts Officer  
(206) 292-5907 ext. 129  
davidp@casca deland.org

### Event Lead

Allison Riese  
Development Manager  
(206) 292-5907 ext. 108  
allisonr@casca deland.org

### Registration

Robin Proebsting  
Development Assistant  
(206) 292-5907 ext. 113  
robinp@casca deland.org

### Media

Steve Dunphy  
VP Communications & Strategy  
(206) 292-5907 ext. 104  
steved@casca deland.org

### Elected Officials

Derek Birnie  
Community Outreach Manager  
(206) 292-5907 x 114  
derekb@casca deland.org



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**SAMPLE INVITATION**  
**For potential guests**

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

I am serving as a Table Captain for Cascade Land Conservancy's Pierce County Conservation Awards Luncheon and I hope that you will join me at my table. The Luncheon is scheduled for Monday, October 23 at the Tacoma Convention Center. Registration begins at 11:30 a.m. and the program starts at 12:00 in order to end promptly before 1!

This gathering will bring together conservationists from throughout the state, drawing close to 500 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 Luncheon is a fundraiser, so please bring your checkbook and a giving spirit. We hope that everyone at the event can give at least \$60, and perhaps we can inspire you to do even more.

As you know, I care deeply about habitat for wildlife, 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, so that I can get my guest list in to CLC (the deadline to RSVP is October 11). Thank you!

Warm regards,  
(your name)



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## CONFIRMED GUEST LIST

**Due: Wednesday, October 11 (or sooner!)**

This step is very important to making the Awards Luncheon 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.**

<b>Guest Name</b>	<b>Company / Address</b>	<b>Tel / Email</b>	<b>Elected? VIP?</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; or
- I commit to filling the empty seats by October 18 and sending those names to CLC.

**Fax to (206) 812-1390 or email your list to [robinp@cascadeland.org](mailto:robinp@cascadeland.org) by Wed, October 11!**