



**What: Vanessa Behan Annual Benefit Luncheon**

**When: June 4th, 12-1pm**

**Where: Davenport Grand Hotel**

### *Why are Table Captains vital Champions for the Nursery?*

Last year we had over 1140 people attend the Vanessa's Promise Luncheon in 2018, a record year! A majority of those attendees were in thanks to our amazing table captains. The money raised at the luncheon allows us to continue to say yes to families in need of our services. The connections made by your invitees at the luncheon help us propel our impact forward through potential investments and volunteer opportunities. This is a great chance to share what you are passionate about with your friends, family, colleagues, etc.

### *Your Role as a Table Captain (Champion!)*

Tables seat 10, so you can fill one, two or 10 tables! A table captain is a champion to the nursery; you are a passionate individual who would like to share the Nursery with those you know. Please share your thoughts on the impact the nursery has on our community and what it means to you with those you invite. We will be here to help you any step of the way, with questions, information sheets, invitations, and reminders, whatever you need.

## **OFFICIAL TABLE CAPTAIN TIPS**

### *Prep, Prep, Preparation:*

Add the luncheon to your calendar – Make a list of potential guests.

Friends, Family, Coworkers, business contacts you feel would be willing to hear our message and support the Nursery. More than likely you will need to invite around 15 people to fill the table. (9 + yourself). Invite your guests to invite guests themselves! If all of your invitees are as excited as you and say yes, we can accommodate them at a table nearby!

### *Communication is Key:*

Ideally once you know who you would like to invite, contact them! We have attached an invitation to the event you can send via email. A suggestion of ours would be to include in your call, email, letter a reason why the Nursery is important to you and a snippet of the impact the Nursery is having on this community (See included an attachment). The sooner you reach out to them the better so they can accept and block out the time on their calendar!

3-year-old Casey came into the Nursery to get diapers with her mom and was overheard saying "momma! momma! we're at the Behan! I love the Behan!"



"Teacher, can you put on the music that makes me dance what I feel?"- Alexis, 6

## OFFICIAL TABLE CAPTAIN TIPS CONTINUED

### *Communicate the Opportunity:*

Let your guests know the luncheon is to benefit the Nursery and there will be no cost to eat or attend, however there will be an "ask". Please be sure your guests know that the nursery will be asking for a donation so we can continue to create an impact in our community.

### *Registration:*

Once you have sent out the initial invitation, to be sure your guests received it, call, text or email personally to confirm their receipt and plan to attend. Once they confirm their attendance to you, you can register them on our website. (Table and general registration will open on March 11). At that time please be sure to ask for any dietary restrictions.

**Registration closes on May 30, 2019.**

### *Reminders:*

We will be sending out reminders for the event via email – We will include a reminder you can share with your guests - We recommend you send this out as well to decrease or eliminate last minute cancellations

### *Fun Suggestions:*

- Start your search for table attendees early- the sooner people get things on their calendar and commit ahead of time, the easier it is to fill your table fast.
- Share your passion for helping our area's children to your potential guests and why it is important to have them join you.
- Schedule a visit at the Nursery before the lunch. We'd be happy to walk you through the Nursery, share more about us and help you prepare your attendees for the luncheon.
- Bring some type of small gift for your guests: chocolates, \$5 coffee cards, etc. to let them know you appreciate their time.
- Carpool! Make it a fun lunch getaway from the office.

What do you want to be when you grow up?  
"Even bigger than my mom." Jacob, age 4