

MAKING EVERY CONNECTION

What: Vanessa Behan Annual Promise Luncheon

When: Wednesday, June 5, 2024 | Noon -1 PM

Where: Spokant Convention Center Exhibit Halls,
334 W Spokane Falls Blvd, Spokane WA



Why are Table Captains vital champions for Vanessa Behan?

Having the right people in the room is still vital to our success! Last year, we had over 1,000 people attend this event. 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!)

Simply, your role as a table captain is to rally a group nine other people that you think would like to learn more about Vanessa Behan to join you at this event. A table captain is a champion of Vanessa Behan; you are a passionate individual who would like to share our mission with those you know. Please share your thoughts on the impact our organization 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 tips, 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 our organization. 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 right away! We have attached an invitation to the event you can send via email. A suggestion of ours would be to include in your invitation is a reason why Vanessa Behan is important to you along with a snippet of the impact the we are having on this community (See “By the Numbers” attachment). The sooner you reach out to them, the better so they can accept and block out the time on their calendar!



**Vanessa
Behan**

“Teacher, can you put on the music that
makes me dance what I feel?”

- Alexis, 6

3-year-old Casey came into Vanessa Behan to get diapers with her mom and exclaimed “Momma! Momma! We’re at the Behan! I love the Behan!”



OFFICIAL TABLE CAPTAIN TIPS CONTINUED

Communicate the opportunity:

Let your guests know the luncheon is to benefit Vanessa Behan and there is no cost to eat or attend, however there will be an “ask”. Please be sure your guests know that Vanessa Behan will be asking for a donation so we can continue to create an impact in our community. While there is no cost to attend, this year we will be offering guests the option to pay for their lunch ahead of time. This is not an expectation or requirement, this is just a way guests can help offset the expense of lunch for Vanessa Behan.

Registration:

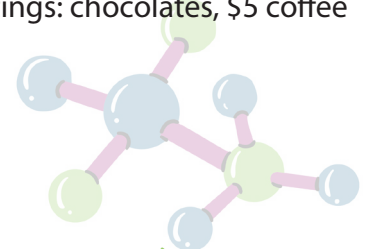
Once you have sent out the initial invitation, to be sure your guests received it, call, text or email personally to confirm their receipt and if they plan to attend. Once they confirm their attendance to you, you can register them on our website (Table and general registration will open on March 6). At that time, please be sure to ask for any dietary restrictions. **Registration closes on May 31, 2024 at noon.**

Reminders:

We will be sending out reminders for the event to you via email – We will also include reminder “language” that you can use to share with your guests - We recommend you send reminders to your table guests to decrease or eliminate last minute cancellations.

Strategies & 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.
- 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 with us before the lunch. We’d be happy to walk you through our facility, share more about us, and help you prepare your attendees for the luncheon. Call us to make arrangements: 509.598.7490.
- Bring some type of small gift for your guests and leave them at their place settings: 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



Vanessa
Behan