



## Table Captain Responsibilities

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As a Table Captain you have two main responsibilities:

1. **Recruit and follow up with nine people who will attend the event** on March 25, 2010 at Herban Feast at SoDo Park.
2. **Communicate clearly to your guests that this event is focused on raising funds** for One By One's work to help end fistula. Your efforts as a table captain will help us achieve our fundraising goal of \$100,000.

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## Helping You Succeed

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We want you to succeed. To that end, enclosed you will find:

### Table Captain Guest List Template

By **January 15, 2010** please provide a mailing list of the names, emails and street addresses of everyone you would like to invite to the event. Send the list to One By One via:

- o **Email to [info@fightfistula.org](mailto:info@fightfistula.org)**
- o **Fax to (206) 374-3010**
- o **Mail to One By One, 4041 Roosevelt Way NE, suite C Seattle, WA 98105**

We encourage you to invite more than just the nine guests you'll need to fill your table, as some of your intended guests will not be able to come. If you receive RSVPs from more than nine guests, we will sing your praises first and then work with you to find a seat for all of your guests.

- **Save-the-Date E-Card**

An email Save-the-Date card is included to make it easier for you to get in touch with your prospective guests.

- **One By One Informational Flyer**

We have enclosed three flyers to provide you and your guests more information about fistula treatment and prevention. Feel free to print, copy and distribute this information, post it in your office or use the information and statistics in emails and invitations to your guests. We have both electronic and print versions of all materials available, so if you would like them in a different format, please contact us at [info@fightfistula.org](mailto:info@fightfistula.org).

We are very excited that you will be joining us as a Table Captain on this, our fourth anniversary! You'll receive a phone call in the coming week to confirm that you've received this packet and to review the enclosed materials. **Please feel free to contact us with any questions or concerns.**

With gratitude,

Karen Paulsen  
(206) 713-4858  
[Kjp44@msn.com](mailto:Kjp44@msn.com)



## **Table Captain Checklist for One By One's *Uniting People to End Fistula* Event**

### **Make Contact**

Create a list of potential guests. Think about friends, family members, co-workers or neighbors who may be interested in the mission of One By One and who would be willing to join you for a charitable night out to help make a substantial difference in the lives of women and children. Contact potential guests with details about the event. (Consider inviting friends from outside the area – many who are unable to attend may respond with a donation to One By One. This also helps to spread the word!)

### **Communicate Expectations**

Let your guests know that this event is a fundraiser. One By One will talk about its work to empower women who suffer from fistula and how fistula can be prevented. They will ask the guests to consider a contribution toward this important work. Knowing ahead of time that there will be requests for donations makes it much more comfortable for you and your guests.

**NOTE- let guests know date change to March 25<sup>th</sup>!**

### **Set Table Goal**

As a Table Captain or Table Sponsor, you may consider setting a table fundraising goal. This helps to make the fundraising aspect of the event goal-oriented which is often a good way to help guests feel successful. For example, if you set an overall table goal of \$1750 and subtract the \$750 raised from guest's tickets, your guests would only need to raise about \$1000, or about \$100 per guest at your table. To put this gift in perspective, \$100 is about the equivalent of two women getting the emergency c-sections they would need to save their babies and prevent fistula!

### **Guest List & Reminders**

When you have recruited guests, including people who still may be thinking about this opportunity, send One By One your guest list sheet of names, email addresses, street addresses and phone numbers. (See guest list sheet in packet or attached.) Using this list, we will mail the formal invitations to your guests.

**Please return this list to One By One by January 15, 2010!** Call (206) 297-1418 with questions.

- Email to [info@fightfistula.org](mailto:info@fightfistula.org)
- Fax to (206) 374-3010
- Mail to One By One, 4041 Roosevelt Way NE suite C, Seattle, WA 98105

### **Invitation Signing Party**

On **Thursday, January 21st**, table captains are invited to gather informally to learn about current happenings at One By One, personalize and address invitations and enjoy each other's company over a glass of wine and nibbles. If you cannot attend on this date, we will arrange for your invites to be sent to you so that you can personalize them. **Guests are more likely to respond when a personal note is included with the invite!**



## Reservation Confirmation

Each invitation to your guests will include an RSVP card that must be returned to One By One to reserve that guest's seat at the event. Please remember to follow up with your guests to make sure they mail their RSVP card and ticket fee (if applicable, see payment options below) to One By One. You will receive weekly RSVP updates from us so that you can follow up and check in on your guests' RSVP status.

**If you don't fill a table, please let us know by March 1st** so that we can complete your table with guests who may need a seat. If you receive RSVPs from more than nine guests, we will sing your praises first and then work with you on where to seat your important attendees! *Note: Payment must be received before the seat is reserved.*

## Payment Options

A full table of ten guests costs \$750. As a Table Captain you can invite guests and ask them each to pay the \$75 ticket cost, or you may choose to be a Table Sponsor and pay for the whole table ahead of time and ask your guests to join you at no entrance fee.

### 1. Table Sponsors:

To pay for a table yourself please *make your check to: One By One*

*Please write "full table" on the memo line* of your check and *mail the check payable to:*

**One By One**

**4041 Roosevelt Way NE**

**Seattle, WA 98105**

Call (206) 297-1418 for more information/questions

### 2. Table Captains:

If you prefer to have your guests each pay separately, have them *make their checks payable to: One By One* and mail their checks to the above address. Event ticket price is \$75 per person. However, if you have a guest who chooses to pay more for their ticket, this is certainly welcome!

## Remind Your Guests

It is important to check-in with your guests the week prior to the event. We will provide you with informational email reminders leading up to the event that you can forward to your guests.

## Thank You Letters

You and your guests can never be thanked enough for your tremendous support! To that end, the office will generate thank you notes and tax receipts (if applicable) for every attendee shortly after the event. We will also provide table captains with note cards to send personal notes of thanks.



## Reference Calendar

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- December 1 .....Send save the date emails provided to you by One By One
- January 15th ..... Guest list of invitees and contact info. due to One By One
- January 21st ..... Invitation Signing Party
- February 3rd ..... Invites mailed
- February 24th .....Based on RSVP update, check-in with invitees on RSVP status
- March 1st .....Let One By One know if you have not filled your table
- March 7th.....Last day to add guests
- March 25th .....Arrive by 6pm to greet your guests at 6:15pm and have fun!



## Guest List

Please list yourself first and then the names and addresses of the people you will invite to join your table. Inviting more than nine people will help to guarantee your table will be full. If you have more than nine guests accept, we can seat them at an adjacent table! Feel free to copy this form for extra guests. Please include the full street address, an accurate zip code AND an email address of your invitees.

Return by **JANUARY 15, 2010** to One By One either by fax at (206) 374-3010 or by email at [info@fightfistula.org](mailto:info@fightfistula.org) or by mail to 4041 Roosevelt Way NE, Seattle WA 98105.

**\*\*Please Print Clearly\*\***

YOUR NAME	Ms./Mr.
Address	Address
City, State, Zip	City, State, Zip
Email	Email
Phone (optional)	Phone (optional)
Ms./Mr.	Ms./Mr.
Address	Address
City, State, Zip	City, State, Zip
Email	Email
Phone (optional)	Phone (optional)
Ms./Mr.	Ms./Mr.
Address	Address
City, State, Zip	City, State, Zip
Email	Email
Phone (optional)	Phone (optional)
Ms./Mr.	Ms./Mr.
Address	Address
City, State, Zip	City, State, Zip
Email	Email
Phone (optional)	Phone (optional)
Ms./Mr.	Ms./Mr.
Address	Address
City, State, Zip	City, State, Zip
Email	Email
Phone (optional)	Phone (optional)