



## Bring Washington Home Table Captain Information

Thank you for serving as a table captain and supporting the effort to ensure that everyone in Washington has the opportunity to live in a safe, healthy, affordable home!

**Table captains are critical to the success of this event.** We hope you'll think beyond your usual list of guests and consider Bring Washington Home as an opportunity to introduce new people to our work. There are so many more people seeing and feeling the impact of the affordable housing and homelessness challenges in our communities and wondering what they can do to help. Supporting the Housing Alliance's advocacy at Bring Washington Home is a simple, effective way for anyone to be involved in advancing solutions!

**The basics:** Bring Washington Home will be held Tuesday, October 15 at Fisher Pavilion, 305 Harrison Street, Seattle, WA 98109. Doors open at 5:30pm for an hour of networking and socializing. Our program will begin at 6:30pm, and is expected to last just under an hour. Attendance is free! However, guests will be invited and encouraged to make a personally meaningful gift. We'll serve a variety of heavy appetizers with vegan, vegetarian, and gluten free options, and we'll have adult and alcohol-free beverages available.

**What's my job as a table captain?** You'll help us fill the room with new and old friends. We suggest bringing up to nine guests to join your table, in addition to keeping them up to date on any logistics leading up to our Bring Washington Home event. You are an ambassador at the event as well, so we hope that you'll make your guests feel comfortable and welcome. When guests are invited to give, we ask that you take the lead in distributing the pledge forms, collecting the completed forms at the end of the evening, and ensuring the envelope for your table gets to a Housing Alliance staff member.

**How do I register my guests?** Our goal is to make guest registration as smooth as possible for you, and it can be done in one of three ways:

1. You can register your guests [online](http://wliha.org/BWH) at [wliha.org/BWH](http://wliha.org/BWH)
2. Your guests can register themselves individually at [wliha.org/BWH](http://wliha.org/BWH); just make sure they indicate you are their table captain.
3. Email your guest list to Itzchel Bazan at [itzchelb@wliha.org](mailto:itzchelb@wliha.org). Remember, the more information you can provide about your guests, the better. We especially would like to have your guests' email addresses, mailing address, and phone number.

Please get us your guest list by September 27!

**Why are there two logos?** Historically, this is an event for the Washington Low Income Housing Alliance, a 501(c)(3) membership organization. With the creation of the Housing Alliance Action Fund, a 501(c)(4) organization, our movement can use a wider range of advocacy tools, including the political process. This event is focused solely on non-partisan activities that are allowable for both organizations. At the event, guests will be invited to contribute to whichever organization they choose, or to divide their contribution between both. (501(c)(3) contributions are tax deductible.)

### **Table Captain FAQ**

**What if I invite a guest and they can't attend?** Even if a guest can't make it, they can still make a gift to power our advocacy for affordable homes and an end to homelessness! They can donate online here: [wliha.org/donate](http://wliha.org/donate) at any time leading up to or after the event. At the event, you'll receive a table captain packet, which will also include several donation envelopes in addition to the pledge cards. If a guest can't join you at your table, please consider sending them an envelope for a donation.

**How many people can I have at a table?** Tables are considered full with 10 people, including you. If you have more than 10 guests, that's fantastic! We can sometimes squeeze in one more chair or put additional guests at an adjoining table.

**What if I have fewer than 9 guests?** You won't because your network is amazing! But if so, that is nothing to worry about. We will fill any extra seats with individual guests or overflow guests from another table captain. If you know that you will have a half-table, you might want to consider pairing up with another half-table captain. Our staff can make the connection and handle the logistics, just ask us.

**What if I have last minute changes, cancelations, or additions?** Please let us know of any changes as soon as possible. Up until the day of the event, please contact Itzchel Bazan ([itzchelb@wliha.org](mailto:itzchelb@wliha.org)). If you have a change on the day of the event, just let us know when you check in, and we will be able to take care of any last minute adjustments.

**I think my company or organization should be a sponsor, how do I get them involved?** Sponsors are absolutely essential to the success of our events because they underwrite all of our expenses so that 100% of your donations go directly to support our advocacy work. To learn more about sponsorship, please contact us!

### **Questions? Contact us:**

Itzchel Bazan, Development and Events Coordinator: [itzchelb@wliha.org](mailto:itzchelb@wliha.org)  
206.442.9455 x215

Rachael Myers, Executive Director, [rachaelm@wliha.org](mailto:rachaelm@wliha.org)  
206.442.9455 x 202



## SAMPLE EMAIL INVITATION

(Please customize to make it personal and let potential guests know why you are inspired to help fill the room for this event!)

*Dear friend,*

*I'm writing to invite you the Housing Alliance's annual event: Bring Washington Home. It will be an opportunity to spend an evening celebrating the significant progress we made together for housing justice in 2019 legislative session, and to raise funds so we can accomplish even more together next year.*

*I'm hosting a table and I would love for you to join me. The event takes place Tuesday, October 15, at Seattle Center's Fisher Pavilion. Doors open for a casual reception at 5:30pm and the program will begin at 6:30pm. Heavy appetizers and adult and alcohol-free beverages will be served, and inspiring speakers will share their personal stories. This is a fun and welcoming event that I look forward to every year.*

*You can [register online here \(wliha.org/BWH\)](http://wliha.org/BWH), and include my name as your table captain or let me know that you can make it and I'll be sure to get you registered. The event is free, but you'll have an opportunity to make a contribution. I hope you'll consider contributing at least \$150, or whatever amount is personally meaningful to you, to support this important work.*

*I hope you can join me!*

*Best,  
Your name*

## TABLE CAPTAIN TIPS

1. Send invitations now! With school starting and holidays approaching, fall calendars fill up fast. Making your invites now is a great way to get on calendars early!
2. Invite more people than you hope to bring. Some people won't be able to attend, and if you fill more than one table, that's great – there's plenty of room! If you're having trouble filling your table, ask your guests if they would like to bring someone. They may have more fun that way!
3. Think beyond your usual list. The event will be a fun and inspiring experience for people who work in the housing and homelessness field,

and also for people who are further removed but want to be part of the solution. How often does homelessness or the high cost of housing come up when you're out in the world talking with friends and colleagues? People are hungry for solutions and ways to help. Supporting the Housing Alliance is something simple anyone can do!

4. Be clear that the event is a fundraiser. No one will be required to give, but we do count on event gifts to help sustain our advocacy. We want guests to give joyfully, and not be surprised when they're invited to contribute.
5. Follow up. If you don't hear from people you've invited, reach out again. It's easy to miss an email.
6. **Send us your final guest list by September 27** so we can get a final head count to the caterer. Stay in touch if you're having trouble filling your table. We can talk through ideas with you.
7. Show your enthusiasm for the Housing Alliance. Tell your guests why YOU support the Housing Alliance to help build their excitement about getting involved too!