



YouthCare Luncheon Table Captain Toolkit

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YouthCare's Mission Statement

YouthCare works to end youth homelessness and to ensure that young people are valued for who they are and empowered to reach their potential.

YouthCare's Annual Luncheon

You can help us raise awareness and support for YouthCare by inviting guests to fill your table at YouthCare's Annual Luncheon.

YouthCare was founded in 1974 as one of the first runaway and homeless youth shelters on the West Coast. The goal was to help homeless youth find safety today and build stability for tomorrow. This passionate vision continues to drive YouthCare every day. Over these four decades, we've been able to define best practices, develop programs that are a national standard for excellence, and ensure that young people experiencing homelessness have the hope, skills, and self-confidence needed to thrive.

It is YouthCare's honor to invite you to be part of their pathways forward so that first steps, as well as transformation, are possible.

Event Details

Date: Friday, March 22, 2019

Time: Registration begins at 11:15am
Event is from noon-1pm

Where: The Westin Seattle
1900 5th Avenue
Seattle, WA 98101
Grand Ballroom

Table Captain Checklist

Before the event

- ✓ Think of colleagues, friends, and family you would like to share YouthCare's work with and who would be interested in donating to further the mission.
- ✓ Send a personal invitation to the people on your list. We can provide you with templates you can easily customize to invite guests to join you.
- ✓ Download and print guest registration form: www.youthcare.org/get-involved/luncheon.
- ✓ You can register as many tables of 10 as you can fill – there is no maximum number!

January

- ✓ Check back in with your potential guests and confirm if they are able to attend. Find out if they have any questions about the event, and ask them to add the YouthCare Luncheon to their calendars.
- ✓ Invite those who cannot attend to make a [gift online!](#)

□ February

- ✓ Reach out to guests that have not yet confirmed and ask them if they are able to attend. Consider reminding them of why you choose to support YouthCare and why you invited them.
- ✓ Send final guest list to Gabbi at gabbi.sawrey@youthcare.org.

□ March 1—March 15

- ✓ Final guest lists should be submitted to Gabbi at gabbi.sawrey@youthcare.org by March 1.
- ✓ Empty seats? No problem! We are happy to help you fill your table with guests, or you can fill open seats no later than Friday, March 15. *Please indicate on the guest list which option you prefer.*
- ✓ Send all changes to your guest list to Gabbi as soon as possible and no later than March 20.
- ✓ Send reminders to your guests and let them know you are excited to see them! Please ask them to pick up their name tags at the registration table. Their name tag will have the table number.

□ March 22 – day of Luncheon!

- ✓ Registration opens at 11:15am – please arrive as close to this time as possible.
- ✓ Your name tag will be with your table captain packet at the registration table. Please check in with registration to pick it up.
- ✓ Find your table and greet your guests! Please help your guests that ordered a gluten free or vegan meal find the pre-set meal at your table. The meals will be labeled on the outside of the bag.
- ✓ Please pass the contents of your table captain packet to guests when prompted, and collect all pledge cards at the end of the event. After the event, please hand your table captain packet to a YouthCare staff person wearing a YouthCare shirt.
- ✓ **HAVE FUN!**

□ After the event

- ✓ Your guests will be hearing from YouthCare to thank them for their gifts. Please feel free to check in with them as well and thank them for their support.
- ✓ Please let Gabbi know if you or any of your guests would like to learn more about a specific program or are interested in volunteering or arranging for a tour.



Share the Luncheon on Social Media!

Sample Tweets:

You can be part of the solution for #homeless #youth. Join me @YouthCareSEA Annual Luncheon to learn how. <http://bit.ly/1ie3F5J>

Join me at @YouthCareSEA Annual Luncheon and help #homeless #youth find a platform for success. <http://bit.ly/1ie3F5J>

Over 1,500 young people in King County are homeless. Join me for lunch to learn how you can help @YouthCareSEA get #homeless #youth off the streets and preparing for life. <http://bit.ly/1ie3F5J>

Sample Facebook Post:

Young people become homeless due to complex circumstances. The solutions lie in access to safe and supportive housing, a caring community, and opportunities to engage with education and employment. Join me at @YouthCare's Annual Luncheon on March 22, 2019, at The Westin Seattle, to learn what YouthCare is doing for homeless youth and how you can be part of the solution. <http://bit.ly/1ie3F5J>