TABLE CAPTAIN TOOLKIT

We are grateful for your willingness to serve as a table captain for the upcoming I ♥ UW Bothell Luncheon on Nov. 13, 2024. This annual signature fundraiser will generate dollars to fund scholarships and programs that help with student retention and enrich the UW Bothell student experience.

Thank you for sharing the important and meaningful work taking place on our campus with those in your network. Together, we are going to make big things happen on Nov. 13!

Event Details

**Date:**
Wednesday, Nov. 13, 2024

**Time:**
11:30 a.m.-1 p.m.
(Registration 11:30 a.m.-12 p.m., Program 12-1 p.m.)

**Where:**
Westin Bellevue
600 Bellevue Way NE, Bellevue, WA 98004

Table Capacity

Tables can seat 10 people. We ask that you make every effort to fill your table fully. Each person in attendance that day will help us reach our goal.

How to Register

Simply visit this [link](#) to register and ask your guests to do the same no later than Friday, November 1, 2024.

Questions?

Please contact Ellen Sontra at esontra@uw.edu or 425-352-3896.

About UW Bothell

UW Bothell is known for providing a student experience grounded in close relationships with faculty as researchers, teachers and mentors — and the personalized support of staff who are dedicated to student success. Both our faculty and staff have been recognized nationally for innovations in academic programming and support services designed to help students graduate on time and debt-free. Read more about our campus [here](#).

I ♥ UW Bothell Luncheon History

This event was held in 2017-2019, then went on hiatus due to the pandemic. We are so excited to bring it back and look forward to 300+ attendees gathering in support of the UW Bothell campus community.
Table Captain Checklist:

✔️ Make a list of those in your network of family, friends, colleagues, neighbors, corporate connections and more who care deeply for students, want to open greater access to higher education, or would be excited to know more about how UW Bothell is transforming the lives of students.

✔️ Extend an invitation to the I ♥ UW Bothell Luncheon using your own words or the included message template with an email, phone call or in-person conversation. Be sure to tell your own story of why you are involved with, care about and support UW Bothell.

✔️ Communicate expectations to your potential attendees. This event is a fundraiser, and potential guests should have a capacity to give at a level of $150 or higher. Note: Gifts can be made in many formats, including monthly at a smaller amount, to accommodate various financial situations. Providing these expectations to your potential guests ahead of time makes the event itself more comfortable for you and those at your table.

✔️ Following up is key! Once an invitation is extended, if you don’t receive a response, circle back to remind your potential guest that the event is approaching and that you’d be thrilled to have them join you at your table.

✔️ If your potential guest cannot attend, inform them that it’s still possible to support through an online donation. These gifts will not only count toward our event total but toward your table total as well.

✔️ Send a reminder email to those confirmed attendees two weeks out (Oct. 30) and the Friday before (Nov. 8). Note: A “see you tomorrow” email will be sent the day before the event (Nov. 12) directly from UW Bothell to all registered attendees. With the event taking place during a holiday week, we want to ensure attendees receive confirmation of attendance more than once.

Sample Invitation Text:

Dear [INVITEE NAME],

I am serving as a table caption for the I ♥ UW Bothell Luncheon on Wednesday, Nov. 13, at the Bellevue Westin from 11:30 a.m. to 1 p.m.

Will you please join me for this worthwhile event?

UW Bothell works hard to make a four-year degree more accessible and achievable for all students, provide an excellent UW educational experience that can help transform individual lives and entire communities, and prepare the nearly 6,000 students on campus each year to succeed after graduation. This annual fundraising event supports scholarships and programs that help UW Bothell students stay in school even when life throws unrelenting curve balls, and to become resilient, passionate, local leaders of tomorrow.

[SHARE YOUR PERSONAL CONNECTIONS / REASONS FOR SUPPORTING UW BOTHELL HERE]

While there is no cost to attend this event, it is UW Bothell’s signature fundraiser. Therefore, during the program guests will be asked to make a donation of $150 or more per attendee (or $12.50 per month). A variety of payment methods and options will be available.

I hope you will join me at my table on Nov. 13 by registering here by Friday, Nov. 1. Thank you for caring about the important impact UW Bothell is having on students and our community!

[YOUR NAME]