THANK YOU!!! We are so excited to have you serve as a Table Champion for Rainier Valley Corps’ (RVC) first annual 2015 Welcoming Reception on Thursday, September 24. You may be wondering where to go from here.

In this packet you will find a bunch of useful information on how to be a Table Champion for this event. If you would like more support or information, please feel free to contact Raul Alicdan at 206.436.9536 or raul@rainiervalleycorps.org.

2015 Rainier Valley Corps Welcoming Reception QUICK FACTS

**What:** 2015 Welcoming Reception

**When:** Thursday September 24, 2015. Doors open at 5:30p, program starts promptly at 7:00p and ends at 8:00p

**Where:** King’s Hall, 2929 27th Ave. S., Seattle, WA 98144 (behind Mt. Baker Light Rail Station)

**Ticket Cost:** $50 per person or $500 if you purchase a full table. To purchase tickets and to register, visit rainiervalleycorps.org/awesomeparty

**Suggested Donation:** Guests are encouraged to invest at least $150, we are happy to accept monthly ($12.50/monthly) and quarterly ($37.50/quarter) pledges, which makes this amount very manageable for many guests.

**Table Size:** A table seats 10 guests

**Guest List Due Date:** Have your lists to Rainier Valley Corps no later than **Thursday, Sept 10**

What am I supposed to do as a Table Champion?

*It’s actually quite easy, but critical to ensuring the success of this event.*

As a Table Champion, you will invite and bring nine people (friends, co-workers, peers, neighbors, family members) to sit at your table at this year’s Welcoming Reception.
Guests are asked to contribute at least $150 to help Rainier Valley Corps cultivate emerging nonprofit leaders from within communities of color. These contributions enable Rainier Valley Corps to fund our Fellowship program and strengthen the capacity of communities-of-color led organizations so that we can create space for collaboration between diverse communities of color to effect systemic change.

At first glance $150 may sound like a large donation, however, Rainier Valley Corps is happy to accept monthly or quarterly pledge payments. Be sure to mention this to your guests. A monthly payment of $12.50 will likely feel a lot more comfortable for many supporters than a single payment of $150.

**How do I find people to invite?**

The quickest way is to go through your address book and identify people you know who advocate for giving voice to communities of color in order to achieve equitable systemic change You likely know many people who support capacity building, advocacy, and leadership development within communities of color.

This event is the perfect opportunity to introduce them to Rainier Valley Corps. For more information on how to talk about our work, see the section below entitled “How do I introduce Rainier Valley Corps.”

**How do I invite people?**

Your personal invitation is the key to filling your table. You can do these invites by mail or email. If you would like paper invitations, please contact Raul Alicdan at 206.436-9536 or at raul@rainiervalleycorps.org. We have attached a sample note you can use as a guide, feel free to tailor it to each individual and add your own passionate sentiments about why you feel it is important to support Rainier Valley Corps.

It is best to follow up on these invitations with a phone call. Rainier Valley Corps staff will send you email updates and reminders that you can forward to your guests as Thurs, Sept. 24 approaches. These updates and reminders will be very useful for your guests and will help get them revved up and excited for the event.

**When are guest lists due to Rainier Valley Corps?**

Please register yourself and your guests by Thursday, Sept. 10. You can register three ways:
1. Register online by going to http://rainiervalleycorps.org/awesomeparty
2. Mail the registration form (please see below) to Raul Alicdan, 3700 S. Hudson St., Unit C, Seattle, WA 98118.
3. Email your form to raul@rainiervalleycorps.org
What do I actually do at the event?

Please arrive at the event by 5:30p to check in at the registration desk and serve as host at your table. When you register, we will provide you with all of the information and materials you need to host your table. Most importantly, enjoy the event, connect with others who care deeply for cultivating leaders of color, and have a good time with your friends!

How do I introduce Rainier Valley Corps to people who aren’t familiar with advocacy?

Rainier Valley Corps is a new project which aims to cultivate leaders from within communities of color strengthen the capacity of communities-of-color led organizations. In that way, we can create space for collaboration between diverse communities of color to effect systemic change.

Goals: The overarching vision and goals of Rainier Valley Corps are to ensure that:
- Communities of color are better served through direct services because of stronger organizations within the communities;
- Communities of color are equally represented, engaged and influential in broader shared efforts such as those to address systems change in education equity and economic development;
- There is stronger and more sustainable leadership in communities of color and ethnic-led organizations;
- An effective model of capacity building exists that can be replicated in other regions.

Feel free to pass this [infographic](#) onto your guests.

What do I need to do after the event?

After the event we would love to have you call or email your guests to thank them for attending the event and making an investment to Rainier Valley Corps. Staff will provide you with a sample email to send to your guests; that email can also be used as a script to use if you decide to make phone calls.
Step by Step Guide for Table Champion

1. **Make Contact**
   Compile a list of friends, colleagues and family members to invite. Send an invitation email as soon as possible. See sample email on page 9. Follow-up with a second email or a phone call a week later. Let them know that we’ll have childcare for anyone who needs it. **Don’t wait – Start Today!**

2. **Communicate Effectively**
   This is a fundraising event and we are asking our guests to contribute a minimum of $150. We expect your guests to be so inspired by the stories of our first cohort of Fellows and our partner organizations that they will choose to make a significant gift at the event.

3. **Tables of 10**
   Each table accommodates 10 guests. Oversubscribe your table! Due to unforeseen circumstances, guests may drop-out last minute. If you have more than 9 confirmed guests, we will be sure to place any overflow of guests at an adjacent table.

4. **We’ll help fill seats**
   Please contact us if you come short of 10 committed names. We may be able to pair you up as a co-captain. But please let us know right away if you have trouble!

5. **Submit your Guest List**
   Guest lists are due Thursday, September 10. We will email you a link to our registration page to register yourself and your guests. You can also ask your guests to register individually. For your convenience there is a guest tracking form on page 7 of this document. You can email changes and additions to raul@rainiervalleycorps.org. Submit any additions, drop-outs, or changes by Thursday, Sept 10. It is important to note that we will print name badges for each of your guests. Please double-check spelling!

6. **Pre-Reception Reminders**
   We will send an email reminder to all guests for whom email addresses are submitted by September 20. The most effective reminder is still for you to personally contact each guest a few days prior to the event. Tell all your friends that you're excited by posting messages on your Facebook or Twitter.
7. **Day of the Reception**
   Doors open at 5:30p. All guests are encouraged to arrive early. There will be opportunities to talk with Rainier Valley Corps staff and learn about our programs before sitting down. Tables will have numbers displayed, and those numbers will be printed on all guests’ name badges so that everyone may find their seats easily. The official program will begin promptly at 7:00p and wrap up by 8:00p.

8. **The Ask – “Raise the Paddle”**
   There will be a call to action culminating in a “raise-the-paddle” for contributions from guests. Please be prepared to raise your assigned paddle an example by making a contribution yourself. A large envelope containing program, your bid number, and raise-the-paddle instructions will be on your table when you arrive.

9. **Post-Reception Follow up**
   All contributions are 100% tax deductible and all donors will receive an acknowledgement from Rainier Valley Corps. Please also plan to send a personal thank you to each of your guests and to follow-up with any invitees who were unable to attend, but expressed interest in making a gift.
Key Dates

Friday, Sept. 4  Make it your goal to send an invitation to 20 people by the end of the week

Thursday, Sept 10th  Guest Lists Due
Register your guests or mail your registration to Raul Alicdan at:
Rainier Valley Corps
3700 S. Hudson St.
Unit C
Seattle, WA 98118

Be sure to double check spelling and provide as many emails as possible so that we can send confirmation emails to guests. Email any changes after you have registered directly to raul@rainiervalleycorps.org

Thursday, Sept 17th  Email reminder sent to guests from Rainier Valley Corps

Friday, Sept 18th
To Weds, Sept 23rd  Make personal reminder calls to your guests

Thursday, Sept 24th  2015 Welcoming Reception

Friday, Sept 25th  Send a thank you email to all your guests. Better yet – make a phone call!
# Table Champion Registration Form

**Table Champion Name(s):** ____________________________________________________

**Address:** ____________________________________________________________________

**Email:** ___________________________ **Phone:** ___________________________________

**Meal Preference:**
- □ No diet restrictions
- □ Vegetarian/Vegan
- □ I have an allergy, please contact me about my diet restrictions

**Guest 1**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions

**Guest 2**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions

**Guest 3**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions

**Guest 4**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions

**Guest 5**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions

**Guest 6**
- **First Name:** ___________________________ **Last Name:** _______________________
  - **Meal Preference:**
    - □ No diet restrictions
    - □ Vegetarian/Vegan
    - □ I have an allergy, please contact me about my diet restrictions
<table>
<thead>
<tr>
<th>Guest</th>
<th>First Name: __________________________ Last Name: __________________________</th>
</tr>
</thead>
</table>
| Guest 7 | **Meal Preference:**  
|         | ☐ No diet restrictions  ☐ Vegetarian/Vegan  
|         | ☐ I have an allergy, please contact me about my diet restrictions |
| Guest 8 | **Meal Preference:**  
|         | ☐ No diet restrictions  ☐ Vegetarian/Vegan  
|         | ☐ I have an allergy, please contact me about my diet restrictions |
| Guest 9 | **Meal Preference:**  
|         | ☐ No diet restrictions  ☐ Vegetarian/Vegan  
|         | ☐ I have an allergy, please contact me about my diet restrictions |
2015 Welcoming Reception
Sample Invitation Email

Dear Jon and Sandy,

I would like you to be my guest at the **2015 Welcoming Reception on Thursday, Sept. 24 at 5:30p.** This is a wonderful and lively event that supports Rainier Valley Corps, a nonprofit organization that cultivates leaders from communities of color to strengthen capacity of communities-of-color led nonprofits.

Rainier Valley Corps aims to create a pipeline of emerging nonprofit leaders of color to create a space for collaboration and to promote a unified voice from within communities of color to effect systemic change.

The Reception is our opportunity to introduce and celebrate our first cohort of emerging leaders of color with the community, as well as highlight their host organizations who are communities-of-color-led. This night of inspiration, music, entertainment, and delicious multicultural food and drinks will take place on Thursday, September 24, 2015 at King’s Hall in Seattle’s Mt. Baker Neighborhood.

I hope to see you at my Table!

Sincerely,

Alternately: We’ll send you an email invitation with pretty graphics and event details that you can personalize.

Alternately: Your own words, by themselves or in combination with above.
Alternately: We’ll have paper invitations for you to use.

Alternately: All of the Above. People are busy and sometimes you have to work to get their attention!