



THANK YOU FOR BEING A TABLE CAPTAIN!

SATURDAY, OCTOBER 7, 2023

Food Lifeline's Hunger Solution Center, 815 S 96th Street, Seattle, WA 98108

•Doors open at 6 pm •Dinner and Program at 7:15 PM

We are thrilled to host you and your guests at Food Lifeline's Hunger Solution Center for Dress Down Hunger. Help us come together to Root Out Hunger with our volunteers, donors, and community members to support Food Lifeline and learn about the work we are doing to feed those experiencing hunger today and ending hunger tomorrow. We are all in this together, and only together we can inspire a movement to end hunger.

Your role as a Dress Down Hunger table captain this year is more than simply filling your table with enthusiastic guests (though we love that part). You're also instrumental in uniting our community to root out the causes of hunger. Whether you are a first time or seasoned Table Captain know that we are here to help you every step of the way.

Below are some useful tools to support your table captain experience and make Dress Down Hunger a success!

Event Goals

With your help, we will inspire Dress Down Hunger attendees to donate funds and to become advocates for ending hunger in our region. We'll engage business and community volunteers to be part of Food Lifeline's work. And we'll honor the 2023 Ending Hunger Award winners, recognizing the incredible work of local hunger-relief activists. Your support can help us raise our goal of \$325,000!

Webpages to Save

- To submit payment for ticket and tables, and to provide guest information, foodlifeline.ejoinme.org/ddh23
- Learn more about Dress Down Hunger, foodlifeline.org/dressdownhunger/
- For guests that can't make it, but want to donate, please share this link foodlifeline.org/dressdownhungerdonation/

Food Lifeline is a 501(c)(3) charitable nonprofit organization registered with the Washington State Charities Program as required by law. Information may be obtained by calling 800.332.4483 or 360.725.0378.

**FOOD
LIFELINE**
HUNGER DOESN'T HAVE TO HAPPEN

TABLE CAPTAIN TIMELINE

Use this checklist to guide you in filling your table and supporting your guests

CREATE your guest list, aiming for 12 to 15 potential guests to fill your table of 10. Invite people you believe may share an interest in and passion for ending food insecurity! To make our fundraising goal, we hope to average \$3000 per table through participation in our silent auction, paddle raise, dessert dash, and more fun activities!

SEND your invitation or use the email template below to invite your guests. Please let us know if you'd like printed invitations to share: events@foodlifeline.org.

CREATE a Dress Down Hunger event appointment in your email calendar to send to potential/confirmed guests.
4-6 WEEKS BEFORE DRESS DOWN HUNGER (**AUGUST 11, 2023**)

CONFIRM your 10 guests for your table. Send in your guests' names, email, address, and phone to help check in go smoother and quicker for your guests.

TWO WEEKS OUT (SEPT 23, 2023)

SHARE the menu with your guests, and send your menu selections and dietary restrictions to katieko@foodlifeline.org

ONE WEEK BEFORE DRESS DOWN HUNGER (SEPT 30, 2023)

EMAIL your guests to remind them about the event and encourage social media postings on Facebook, Twitter, and Instagram. @Food Lifeline #DressDownHunger #HungerDoesntHaveToHappen.

MAKE sure you and all your guests are registered on the Greater Giving Online platform, so everyone can begin bidding on items starting on Sept 27.

NIGHT OF EVENT, OCT 7, 2023

DOORS OPEN AT 6PM

VALET PARKING IS AVAILABLE.

CHECK in at registration to get your nametag and leave a credit card for the night if interested.

FIND your table, make introductions among you guests if needed, and start enjoying the fun.

INSPIRE and encourage your guests to make a gift.

AFTER THE EVENT

THANK YOUR GUESTS and congratulate yourself on a job well done!

We will send thank-you letters to everyone who makes a donation and thank-you emails to all guests.



POTENTIAL GUEST EMAIL TEMPLATE

Subject: Attend Food Lifeline's Dress Down Hunger!

[Insert your greeting],

[Insert organization/individual's name] is hosting a table at Food Lifeline's upcoming Dress Down Hunger Event, and we'd love to have you join us! Dress Down Hunger is back in person at Food Lifeline's Hunger Solution Center. This casual and entertaining evening will feature games, dinner, opportunities to support and learn about Food Lifeline—all in the name of ending hunger across western Washington. There will also be exciting fundraising activities as well as a celebration of the 2022 Ending Hunger Awards, honoring the incredible work of local hunger activists.

DRESS DOWN HUNGER
SATURDAY, OCTOBER 7, 2023

FOOD LIFELINE'S HUNGER SOLUTION CENTER
815 S 96TH STREET
SEATTLE, WA 98108

DOORS OPEN AT 6 P.M. PST
DINNER AND PROGRAM START 7:15 P.M. PST

ENJOY THE REST OF THE EVENING!

Please let me know if you'd like to join us. We hope to see you!
Sincerely,

[Insert your name/email signature here]

P.S. If you can't attend, but would still like to make a contribution to this wonderful cause, please visit foodlifeline.org/dress-down-hunger-donations.

