



Power of a Promise

October 28, 2010

TABLE CAPTAIN FACT SHEET

Event:	The Puget Sound Affiliate of Susan G. Komen for the Cure seventh annual benefit luncheon.
Event Purpose:	To further breast cancer education and awareness and to raise funds to forward the Komen vision of a world without breast cancer. 75% of the net funds raised will support local breast health programs and provide breast cancer mammogram screening for underserved women living throughout the Puget Sound area. The remaining net 25% of funds raised will energize science in the discovery of the cure(s) for breast cancer.
Event Date:	Thursday, October 28, 2010
Suggested Donation:	\$150 per person
Luncheon Co-Chairs:	Elizabeth Huang elizabeth.huang@ymail.com Kerry Wyman WymanFive@aol.com
Keynote Speaker:	Alexine Clement Jackson, Chair, Board of Directors Susan G. Komen for the Cure
Location:	The Westin Bellevue 600 Bellevue Way, Bellevue WA
Time:	Registration and Sponsor Reception: 11:30am Ballroom Doors Open: 11:55am Luncheon & Program: 12:00pm – 1:30pm
Parking:	Free 3 hour parking available at Lincoln Square with validation made at the event.

TABLE CAPTAIN TIMELINE

September 2

Table Captain Packet's are available

Packets include (12) luncheon invitations. Identify potential guests. We suggest extending a personal invitation to your prospective guests and then using the paper invitation as a follow up. Please write a personal note with your name and contact information on the invitations you will mail. ***Be sure to direct guests to send their rsvp card directly to Komen with their advanced reservation payment or to go online and make their reservations on the Komen Puget Sound website, [here](#).***

If your invited guest is unable to attend, please still send them an invitation, reply card included, with a note letting them know they will be missed. They may choose to make a donation to Komen in support of the luncheon, and can use their reply card to do so.

October 5

Table Captain Reception

Hosted by event co-chairs Elizabeth Huang and Kerry Wyman

October 10

Reservations are Due to the Komen Office either by mail or online
Digital tribute pictures are due to taylor@pskomen.org

October 18

Confirm Guest List

Komen will provide you with your table guest list as it is known, as of this date. If, in reviewing your guest list, you realize a reservation has not been made for a potential guest(s), please reach out to your invited guest(s) to ensure a reservation will be made.

October 26

Place reminder calls or emails to your table guests.

October 28

**Power of a Promise®
The Westin Bellevue**

TABLE CAPTAIN SUCCESS TIPS

Our wish is to provide you with information and guidance to assist you in filling your table with nine guests, and to insure the overall success of the event. We welcome the opportunity to talk with you personally if we may provide additional support. If you have questions, please call Heidi Rogers in the Affiliate office: 206.633.0303 ext 110.

- ⌘ **Make a list of all potential guests for your table and be confident and committed when extending an invitation.** Inform your guests that the event is a fundraising occasion, and of the \$150 advanced reservation donation to attend. You may have a personal reason you are choosing to support Komen, and sharing that reason with your prospective guests may make attending more meaningful for them. 75% of the net funds raised will directly benefit underserved women in our community, with the remaining net 25% energizing science in the discovery of the cure(s) for breast cancer. Our single best defense against the devastation of breast cancer is early detection. A donation of \$150 is the equivalent of a one woman receiving a single screening mammogram.
- ⌘ Potential guests might include friends, family, business, and professional contacts. Look through your address book, professional, recreational and civic club lists. Some people find that the best approach is to call first. Others write first, then follow-up with a telephone call. Invite a friend to bring a friend. **Do what works for you and remember success is in the follow up.**
- ⌘ **Follow up, remind, and re-confirm! Electronic invitations and confirmations are available. Please email heidi@pskomen.org to receive a copy.**
- ⌘ **Many corporations match employee gifts** to charitable organizations. Ask your guests if their employer or their spouse's employer has a matching gift program. If so, ask them to fill out the matching form and bring the form with them to the luncheon.

Your support is deeply appreciated and we look forward to welcoming you and your guests to this special event.

TRIBUTE PICTURES

During the luncheon program, there will be a special tribute to those who have battled breast cancer--with their pictures and names shown on our event screens during the donation time of the program.

We invite you to submit a picture of a loved one to be included in this special tribute. If you would like to do so, please email a digital picture including the person's name, and if the tribute is in honor of, or in memory of that person. Submissions received by October 8, 2010 are appreciated.

Please email your digital picture to taylor@pskomen.org



Power of a Promise

October 28, 2010

All guests are invited to share in this tribute, and an insert providing the information needed to do so is included in each invitation.