

Taste of Queen Anne: Table Captain Guide

What does it mean to be a Table Captain?

Table Captains commit to filling a table of 8 (yourself and 7 guests). You can do this by either purchasing an entire table yourself (at an early-bird price of \$1,000 until September 15th or the full price of \$1,200 after September 15th) or purchasing just your own ticket and inviting your guests to purchase tickets and join you at your table. Individual tickets are available at an early-bird price of \$125 until September 15th and \$150 after the early-bird deadline.

Tables are often made up of families, friend groups, or organizations like a book club, sports team, or church community. Tables can also be purchased/sponsored by a company or organization which can distribute tickets to colleagues, members, employees, and clients. We are happy to name the table whatever you'd like so that you can proudly display your support as an organization, family, or friend group.

We invite you to bring your friends, family, and colleagues to join you in this opportunity to enjoy elegant tastes from local restaurants and learn more about opportunities to support the crucial work Queen Anne Helpline does to prevent homelessness in our community.

How do I become a Table Captain?

If you choose to purchase an entire table yourself, you will automatically become a Table Captain when you complete your purchase of the table. If you'd like to be a Table Captain but plan to invite your guests to purchase their own tickets, you can just purchase a ticket for yourself and [contact us](#) to let our team know that you'd like to be the captain of your table.

When deciding on your guest list, we encourage you to think of family, friends, colleagues, and more who would resonate with the mission of Queen Anne Helpline and feel inspired to support our work at the event. For guests who did not purchase their own tickets, we have a suggested minimum donation of \$150 (the price of one ticket). We ask that you please invite guests who would feel comfortable donating and share this suggestion with them.

What are my responsibilities after signing up to be a Table Captain?

Congratulations, you're a Table Captain! Here is a list of what you should do next:

1. Finalize your guest list of 8 people (including yourself) as soon as possible (if you did not already do so when purchasing a table) and [send us any updates/changes](#) as they come.
 - If your guests will be purchasing their own tickets, remind them to note your name during checkout so we know that they are part of your table.
2. As the event gets closer, keep reminding your guests about it and how excited you are to support Queen Anne Helpline!

How do I submit my guest list?

If you know who you'd like to invite when purchasing your table, you can add your guests' names and contact information during checkout. Please enter the email addresses of your guests as well, so that we can send all attendees important information and updates about the event as it approaches.

If you are not purchasing an entire table, please type your guests' names into the comment box along with your indication that you'd like to be a Table Captain when checking out with your own ticket. You can alternatively [contact us](#) via email with the names of the guests you will be inviting.

If you do not know who you'd like to invite right away, that's okay! You can still purchase a table or commit to being a Table Captain. Just finalize your guest list as soon as possible and [contact us](#) to update our team once you know who your guests will be.

What should I do if an invitee says no?

If you invite someone who is unable to come to the event, let them know that they can make a donation in lieu of attending! They can also find information about how to volunteer and get involved in other ways on our website: www.queenannehelpline.org

What should I do during and after the event?

Please make sure that you arrive at the start of the event to greet your guests. Have a great time enjoying excellent food, education about Queen Anne Helpline, and the company of your guests and others who support good causes in our community! If any of your guests have employers who offer corporate matches of donations, let them know that they make an even bigger impact at the event!

After the event, we will send thank-you notes to all attendees with a summary of all donations. We encourage you to thank your guests again for their support and remind them to inquire with their employers about potential corporate matches, if applicable.