

TAF VARSITY LUNCHEON

# TABLE CAPTAIN REFERENCE GUIDE

## ABOUT THE VARSITY LUNCHEON

The annual springtime fundraiser, Varsity Luncheon, showcases the remarkable results of combining equitable public education, supportive relationships, and partnerships with districts and corporations dedicated to preparing traditionally underserved students of color success in college and careers. Attended by Seattle's most influential and active members of the philanthropic, corporate, community, government, and education sectors, our luncheon celebrates the access and opportunity afforded students through effective public STEM education.

Designed to be an informative, immersive, and innovative experience our students and their inherent brilliance will be the center of attention. This year's theme, "**GROWTH and IMPACT**," showcases TAF's role as a launching pad - introducing students to new career pathways within STEM, education, and social justice.

## EVENT DETAILS

### Location:

Fisher Pavilion - Seattle Center  
305 Harrison Street  
Seattle, WA 98109

### Date:

Wednesday, March 6<sup>th</sup>, 2019

### Time:

Doors open at 10:45 AM  
Networking and Expo at 11:00 AM  
Program starts promptly at 12:00 PM  
Program ends at 1:00 PM

## STAY ON TRACK

Here are some **important dates** to remember in order to ensure guest recruitment and registration is as smooth as possible:

### ACTIVITY

### DATE DUE

Registration Opens

Thurs., Jan. 7<sup>th</sup>, 2019

Table Captain Mixer

Thurs., Jan. 17<sup>th</sup>, 2019

Send Guest Invitations

Mon., Jan. 21<sup>st</sup>, 2019

Last Day to Register/Make Changes

Mon., Mar. 4<sup>th</sup>, 2018

## WHAT'S A TABLE CAPTAIN?

Table Captains are the true ambassadors of our Varsity Luncheon event. As a Table Captain, you'll invite people interested in learning about and supporting TAF's mission, programs and vision to partake in an afternoon display of awe-inspiring work - to hear directly from our students, teachers, and community members about TAF's impact. You'll get a table to accommodate 10 guests (including yourself).

## WHEN AND HOW SHOULD I INVITE PEOPLE?

You can start inviting guests now! Each table will accommodate **10** guests. You don't have to fill them all, but we'd like you to aim for at least 10 seats (including yourself).

Think of friends, family, advocates, community leaders, co-workers, public school administrators, company representatives - anyone who believes in education equality and equity. The luncheon is free, but donations are expected. Please keep in mind, **the suggested minimum contribution is \$150.00 per person.**

We want to make inviting guests as easy as possible. As a Table Captain, we'll provide a **toolkit** of documents (email templates, event promotional materials, etc.) to make the guest recruiting process easier.

## HOW SHOULD MY GUESTS REGISTER FOR THE LUNCHEON?

You are responsible for ensuring your guests are registered for the luncheon. You can either **1)** register guests yourself, or **2)** allow your guests to register themselves by selecting the luncheon ticket associated with your name or company. Otherwise, guests will be assigned to general seating.

**NOTE:** During registration, we will collect information to including: guest(s) name, email address, mailing address, phone number, and dietary preferences. Please make sure information is correct for each guest so we are able to provide additional event details and gift acknowledgement.

## WHAT IF I MISS THE DEADLINE TO REGISTER GUESTS?

We ask that all guests be registered online by Monday, February 25<sup>th</sup>, 2019. However, the **final day to register guests online is March 4<sup>th</sup>, 2019**. Guests *can still come* to the luncheon, but we will not be able to guarantee them seating at your table since we backfill empty seats with general registration guests. For that reason, please ensure guests are registered by Monday, March 4<sup>th</sup> before 11:59 PM.

## WHAT IF I NEED TO MAKE CHANGES?

We're all for switch-a-roos, but we do ask that you provide at least two (2) business days for us to revise your guest list. Whether it's an address update or switching guests altogether, please email [development@techaccess.org](mailto:development@techaccess.org) no later than **Monday, March 4<sup>th</sup>, 2018, 12 PM PST**. You should receive an email confirming the changes within 2 business days.

Changes made past our deadline will be handled day-of-event at the registration table. Unfortunately, we won't be able to guarantee seating for any added (not replaced) guests at your table unless you've already purchased or sponsored a table.

### QUESTIONS?

Contact us at [luncheon@techaccess.org](mailto:luncheon@techaccess.org) or 206.725.9095, ext. 105

### WANT TO SPONSOR?

Email Tyrone Cunningham at [tyronec@techaccess.org](mailto:tyronec@techaccess.org)

### Technology Access Foundation

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[techaccess.org/luncheon](http://techaccess.org/luncheon)

Find us on social: @stembytaf