



## Logistics for Table Captains: Prior to the Luncheon

### **Parking Meydenbauer Center's underground garage is first-come, first-served.**

The parking entrance is on NE 6<sup>th</sup> Street between 112th Ave NE and 110th Ave NE. Parking and driving information is available on the Meydenbauer website in the [Maps & Parking](#) section. You may also consider and encourage carpooling amongst your guests.

### **Reception is an informal coffee reception starts at 10:30 am.**

All guests are invited! This can be a fun time to gather your table guests together, see the displays in the lobby and connect with others at the event.

**At the table, a Table Captain Packet will be placed at each table**, with notes on what to do during and after the event. Each Table Captain is assigned a table number and each of your guests will have that number on their name badge to make it easy to find your table. Make sure each guests knows to first pick up their name tags at registration tables in lobby. They are organized alphabetically.

Seating at the table is open; however, many table captains like to do name cards and/or a small gift for each guest. You are welcome to come into the room when you arrive to set up any name cards or gifts

### **It's Free—And a Fundraiser**

It's important that your guests know that this is a fundraiser. To help KidVantage reach our financial goal for the event, the suggested minimum gift is \$200.

**Pledges are possible!** If your guests have concerns about the minimum gift, let them know that gifts can be made as pledges and paid out over a year in monthly or quarterly installments. For example, a pledge of \$200 means a monthly payment of \$16.67.

**Unable to attend?** If someone you invite cannot attend but would like to make a donation to KidVantage, direct them to the [KidVantage website to make an online donation](#).

### **Giving to Grow Donor Circle**

If you or one of your guests would like to make a lead gift to inspire other to give at a very generous level, please contact KidVantage Director of Development, Helen Banks Routon, at [helenr@KidVantageNW.org](mailto:helenr@KidVantageNW.org) or call (425) 372-7525. We welcome supporters to join us in the Giving to Grow Donor Circle by making a donation of \$1,000 or more in advance of the luncheon!