



Sample Guest Phone and Email Communications

Suggested Phone Invitation Topics

- [General Luncheon information](#)
- I am hosting a table this year for Eastside Baby Corner's annual benefit luncheon
- EBC has been supporting families in our community for 32 years!
- Since 1990, EBC has been making a positive difference in the lives of children and families in need by collecting and purchasing children's items and distributing them, free of charge, through agencies who are providing services for families our area. EBC helps kids reach their full potential by meeting essential needs today.
- The luncheon is EBC's only big fundraising event—they are expecting about 600 people to attend on Friday, November 4th at the Meydenbauer Center in Bellevue.
- This year's luncheon theme is: [Fill in the blank]
- Come to see how community members like yourself, together with EBC, are working toward "theme"!
- Gifts to EBC are tax-deductible to the extent allowed by law.
- Many local companies will match gifts to EBC, including Microsoft, Google, and Bank of America.
- This year's Luncheon is more important than ever, as EBC is counting on gifts from generous Luncheon donors to help meet the rising need for absolute essentials for local children, birth to age 12.
- This is a wonderful opportunity to join with others who want to make a difference in their community, right here, right now.
- Working together we can give kids what they need to thrive.
- Request of guests
- Each guest is asked to make a gift, with a suggested minimum of \$200, and I am asking my guests to consider making a generous gift, at their own capacity.
- As a reminder, there are several options for making this gift.
- A pledge can be paid by check or credit card at the Luncheon, or in installments after the event (monthly or quarterly).

Sample Email Invitation #1

(Feel free to attach the Save the Date PDF as well – you can find it in the online toolkit.)

Dear _____,

I would like to invite you to be a guest at my table for Eastside Baby Corner's (EBC) benefit luncheon. It takes place on Friday, November 4, 2022 from 12pm-1:15 pm at the Meydenbauer Center in Bellevue.

This will be a great opportunity for you to hear how EBC is giving kids what they need to thrive and how you can help. EBC's vision is a world where all children are healthy, safe, and prepared to build their own futures. They do this by collecting and purchasing children's items and distributing them, free of charge, through local social service agencies. EBC helps kids reach their full potential by meeting their essential needs today. [Here is their video library](#) to experience their mission first-hand.

<**Add a brief personal statement about what EBC means to you**>

There is no cost to attend the luncheon, but I am hoping that each of my guests will be moved to make a generous donation at the luncheon. Gifts of all sizes are most welcome and appreciated! The suggested donation is \$200. To make your gift go even further, you can find out if your employer has a matching gift program.

I would really like you be a part of this wonderful experience as a guest at my table. If you are interested, just reply and let me know or give me a call at [insert phone number].

I hope it is a "yes!" – let's work together to help kids thrive!

Sample Email Invitation #2

(Feel free to attach the Save the Date PDF as well – you can find it in the online toolkit)

Dear _____,

I would like to invite you to be my guest at Eastside Baby Corner's benefit luncheon on Friday, November 4, 2022 from noon-1:15 pm at the Meydenbauer Center, Bellevue.

I am volunteering to be a Table Captain for the luncheon because I love how they take the things people like me donate and the dollars we give to help over 1800 children every week. What amazes me is that 250+ programs and sites in EBC's network know that they can order exactly what a child needs and count on having it in hand within a week! EBC fills 90-95% of all orders received from these caring professionals. All the orders are filled by hand, customized for the child in need by volunteers. It is because of this level of commitment to our community—to our children--that I have stepped forward to serve as a Table Captain for this event.

There is no cost to attend the luncheon, but I am hoping that each of my guests will be moved to make a generous donation or pledge at the luncheon. The suggested gift is \$200, which can be paid

out across the year as monthly or quarterly payments. Gifts of all sizes are most welcome and appreciated!

I would really like you be a part of this wonderful experience as a guest at my table. If you are interested, just hit reply and let me know or give me a call at [insert phone number]. I hope it is a “yes!” Working together we can help kids thrive.

Sample Follow-up –Week of October 17th

Thank you so much for your upcoming attendance at the EBC luncheon.

Here are a few details:

- Date: Friday, November 4th
- Time: Welcome Coffee (informal reception) 10:30 am
- Check-In: 11:15
- Luncheon: 12pm to 1:15 pm
- Location: Meydenbauer Center, Bellevue
- Speaker: TBD – check back as we will be updating your toolkit regularly

If you haven’t already, let EBC know if you would like the vegan/gluten free lunch alternative or if you have other dietary needs, please let them know by November 1st by emailing development@babycorner.org or (425) 372-7533 with any special dietary requests.

If things come up and you can’t make it, please give me a call as soon as possible, and let me know if you are aware of someone who would like to come in your place. We have a wonderful group at this table!

Sample Last-Minute Reminder –send approx. October 31st

Dear Friends,

I am looking forward to seeing you this Friday, November 4, at the EBC Luncheon.

Directions to the [Meydenbauer Center can be found online](#). Parking can be tight–so email me if you’d like to arrange a carpool. You may want to allow extra time for parking! You can still request a vegetarian or special meal by emailing development@babycorner.org or calling EBC at (425) 372-7533 (Special requests can’t be accommodated after November 1st.) Please remember to find out if you (and/or your partner) are eligible for employer matching gifts.

See you Friday!

P.S. Gifts can be made as pledges, paid out over the year, are another great way to support EBC!