



Sample Guest Phone and Email Communications

Suggested Phone Invitation Topics

- [At-A-Glance Sheet](#) or [2022 Thrive Report](#) contain helpful information to share with potential guests
- I am hosting a table this year for KidVantage's annual benefit luncheon, *Helping Kids Thrive Benefit Luncheon: What you give, we give!*
- KidVantage used to be EBC—Eastside Baby Corner, this change was announced at last year's luncheon.
- KidVantage has been supporting families in our community for 33 years!
- Since 1990, KidVantage 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 an agency partner network who are providing services for families across Central Puget Sound.
- The luncheon is KidVantage's only big fundraising event—with ~600 attendees on Friday, November 3rd at the Meydenbauer Center in Bellevue.
- This year's luncheon theme is: *Helping Kids Thrive Benefit Luncheon: What you give, we give!*
- Angela Poe Russell, TV Journalist/Executive Producer, is renewing her role as Emcee for the third year in a row.
- This event is unique, come see how community members like yourself, together with KidVantage, are working towards a better future for ALL kids.
- Gifts to KidVantage are tax-deductible to the extent allowed by law.
- Many local companies will match gifts to KidVantage, such as Microsoft, Google, and Bank of America. [Click here to see past match partners of KidVantage](#), just scroll down to find the matching gift partners section.
- This year's Luncheon is more important than ever, as KidVantage is counting on gifts from generous Luncheon donors to help meet the rising need (2,500+ bundles distributed a week) of essentials for local children, birth to age 12.
- This is a wonderful opportunity to join with others who want to make a tangible difference right now, in their community.

- Each luncheon guest is asked to make a gift during the program, with a suggested minimum of \$200. I am asking my guests to consider making a generous gift, at your own capacity.
- As a reminder, there are several options for making this gift: (1) cash, credit card, or check of a one-time amount day of luncheon or paid at a future time; or (2) a pledge that can be paid in installments after the event (monthly or quarterly). The pledge card used at the luncheon, will have all these options for you to choose from.

Sample Email Invitation #1

(Feel free to attach the [Save the Date found here](#) as well – you can also find it in the online toolkit.)

Dear <First Name>,

I would like to invite you to be a guest at my table for KidVantage’s (formerly EBC) benefit luncheon. It takes place on Friday, November 3, 2023 from 12pm-1:15 pm at the Meydenbauer Center in Bellevue.

This will be a great opportunity for you to learn more about how KidVantage is giving kids what they need to thrive and how you can help. KidVantage’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. [Here is their video library](#) where you can experience their mission first-hand.

<<Add a brief personal statement about what KidVantage 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 during the program. Gifts of all sizes are most welcome and appreciated! The suggested donation is \$200. Heads up that there usually is a match. To make your gift go even further, you can also 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 to this email 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!

<Your name here>

P.S. KidVantage (formerly Eastside Baby Corner) - our name has changed but our mission is the same.

Sample Email Invitation #2

(Feel free to attach the [Save the Date found here](#) as well – you can also find it in the online toolkit.)

Dear <First Name>,

I would like to invite you to be my guest at KidVantage’s benefit luncheon on Friday, November 3, 2023 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 2,500+ children

every week. What amazes me is that 280+ programs and sites in KidVantage's network know that they can order exactly what a child needs and count on having it in hand within a week! KidVantage 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 to this email 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.

<Your name here>

P.S. KidVantage (formerly Eastside Baby Corner) - our name has changed but our mission is the same

Sample Follow-up –Week of October 16th

Hello <First Name Table Guest>,

I am excited to see you at KidVantage's annual luncheon. As Table Captain, I thought it would be helpful to send along some additional details as we get closer to the date.

- Date: Friday, November 3rd
- Time: Welcome Coffee (informal reception) 10:30 am
- Luncheon: 12pm to 1:15 pm
- Location: Meydenbauer Center, Bellevue
- Theme: What you give, we give.
- Emcee: Angela Poe Russell, TV Journalist/Executive Producer
- Speaker: <*<TBD – check back as we will be updating your toolkit regularly*>

If you haven't already, [please register yourself by using this link](#) or let me know your contact information (Name, address, email) and meal preference (chicken, vegan) and I can register for you. Finally, if you have dietary needs not covered by the meal, please feel free to reach out to KidVantage directly by October 30th at development@KidVantageNW.org or (425) 372-7533.

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 else who would like to come in your place. We have a wonderful group at this table!

Thanks,
<Your name>

P.S. Check out their event webpage for up-to-date information at www.KidVantageNW.org/thrive

Sample Last-Minute Reminder –send approx. Monday, October 30th

Dear Friends,

I am looking forward to seeing you this Friday, November 3, at the KidVantage 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!

[Only if needed...] [If you haven't already, due today is your registration. Please use this link](#) or let me know your contact information (Name, address, email) and meal preference (chicken or vegan) and I can register for you.

You can still request a special meal by emailing development@KidVantage.org or calling (425) 372-7533 (Special requests can't be accommodated after October 31st.) Please remember to find out if you (and/or your partner) are eligible for employer matching gifts.
□

See you Friday!
<Your name>

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