

# Thrive

B E N E F I T L U N C H E O N

The colors of Hope



## Table Captain Toolkit

*15th annual Helping Kids Thrive benefit luncheon*

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## Helping Kids Thrive Benefit Luncheon 2025—Table Captain Toolkit

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## Welcome, Table Captain!

### *The Colors of Hope*

Thank you for volunteering as a table captain for KidVantage's 15th Helping Kids Thrive benefit event!

We are the **Thrive15 Honorary Chair Committee**. Over the 15 years of the Thrive event, each of us have hosted a table 10 or more times. We know how important table captain volunteers are to the success of the event. We also understand how challenging it can be to fill a table for a fundraising luncheon. This guide is designed to make it easier for you to invite friends and colleagues. We hope the information, tips, and templates, help you enjoy hosting as much as we have!

KidVantage has been serving the community for 35 years, maturing from a start-up organization housed at our late founder's house to three locations (hubs), assisting more than 18,000 kids and expectant/post-partum mothers annually. This year's theme—**The Colors of Hope**—expresses the impact of KidVantage services, signified by our brand colors of teal and orange. The brand colors of our past as Eastside Baby Corner (EBC) had the same message: we are here to provide kids with the essentials they need to grow, to learn, to play, and to thrive.

By coming together at the luncheon and giving—each at our own capacity—we can bring help and hope to thousands of babies, toddlers, school kids, and moms this year.

Your enthusiasm and hard work to fill the room with supportive guests is key to the success of this event and critical to KidVantage's mission of helping kids reach their full potential tomorrow by meeting basic needs today.

We thank you for being a part of this important mission!

### **The Thrive15**

Cori Benson, Linda Benson, Dan Foster, Kim Foster, Cheryl Grinna, Angela Kennedy, Candy Havens, Kari Magill, and Karen Rubin

The Thrive event brings together 500+ guests to build connections, community, and to act. It is KidVantage's major fundraising event, with a goal of generating \$380,000 in sponsorships and gifts. This is our **15<sup>th</sup> benefit event in our 35<sup>th</sup> year of service** – and a successful event is key to continuing to meet our mission of providing basic needs for kids today so they can reach their full potential tomorrow.

**Questions?** Call or email Helen Banks Routon, Director of Development & Community Relations at 425.372.7525 or [helenr@KidVantageNW.org](mailto:helenr@KidVantageNW.org).



## Checklist

### ☐ **Build a Guest List**

Create a list of potential guests. Think about friends, family, co-workers, or neighbors who might be interested in supporting KidVantage's mission. Contact your list of folks in the way the suits you and your invitee best. In this guide you'll find sample text for emails, calls, or messaging. Don't forget to check out our tips. Links to these resources: [invitation worksheet](#), [sample emails](#), and [tips](#).

### ☐ **Guest Registration**

When you have invited your guests, you will have three options for guest registration. Use the one that works for you! You can either **(1)** you can register your guests online at <https://bit.ly/ThriveReg25>. Or **(2)** Send this link <https://bit.ly/GuestThrive25> directly to guests for them to complete their registration. Or **(3)** collect their information yourself (names, addresses, email, and meal preference) using our **fill-able guest list sheet** and send to Helen at [helenr@KidVantageNW.org](mailto:helenr@KidVantageNW.org).

**All registrations are due by Friday, October 31st.**

### ☐ **Communicate Expectations**

Let your guests know that this luncheon is a fundraiser. There will be a special request for donations during the program. Knowing ahead of time makes it a lot more comfortable for you and your guests. [Here is more information](#) on this portion of the program.

### ☐ **Special Dietary Information**

If your guests have any special dietary needs that are not covered in the current meal options, please let Shannon know by Friday, October 31st at [shannonw@KidVantageNW.org](mailto:shannonw@KidVantageNW.org) or call (425) 209-1042. This helps us accurately submit meal totals to our venue, due on Tuesday, November 4th.

### ☐ **Remind Your Guests**

It is important to check-in with your guests the week prior to the Luncheon. Remind them how much fun it will be to see each other—and about the KidVantage mission and services. [Check out our sample emails for inspiration.](#)

### ☐ **Post-Luncheon Follow-up**

All guests who make a gift will receive a thank you letter from KidVantage (dropped in the mail same day). You may also want to send a thank you note to your guests for supporting KidVantage and extend your wish that they continue into the future.



## Tips on Building Your Guest List

1. Invite friends, family, neighbors, colleagues, gym buddies and school or club associates. Think of all the people you know in all the different areas of your life. Start with yourself—then think of who you know, and who your contacts may know.
2. The luncheon is a fundraiser but it is also a wonderful opportunity to introduce KidVantage to a friend or acquaintance. They will have the opportunity to make their own decision regarding a donation made to KidVantage.
3. Plan to fill your table with 11 guests (including yourself). Sometimes schedules change and a guest has to cancel as the luncheon approaches. If you have a total of 11 guests planned, you will usually end with 10. And, if you end up with a group of 11, we are pleased to have a table of 11.
4. Encourage guests to invite a friend to come with them – it makes completing a table of 11 even easier.
5. A personal invitation from you is the best way to ask guests to attend the Luncheon. A great way to begin is with an email followed by a phone call. However, you should use the form of communication that works best for you and your invitees.
6. Remember that KidVantage assists kids and moms in five counties: King, Snohomish, Kitsap, Pierce, and Mason—invite folks you know from all areas KidVantage has an impact!
7. We've included some [sample text to help get you started](#) in this toolkit. Sample emails include: (1) Email invitation; (2) Follow-up; and (3) Last-minute reminder.
8. We have a Save-the-Date you can use, [click here to access](#).

### Noteworthy (invitations and table size)

- In mid September, invitations will be available (both printed and electronic). They will also be uploaded to the [event page](#) or you may contact Helen at [helenr@KidVantageNW.org](mailto:helenr@KidVantageNW.org) to have an invitation sent to your guest list.
- As a Table Captain, you can choose to fill a full table or to share a table with another Table Captain. Let Helen know at [helenr@KidVantageNW.org](mailto:helenr@KidVantageNW.org) if you would like to be matched up with another table captain.
- Tables comfortably sit 10 but up to 12 can be accommodated. If you have more than 12, we will seat extra guests at a table near you. If you do not fill your table and are not matched with another Table Captain, we are happy to seat unhosted individual guests at your table – just let us know.



# Guest Invitation Worksheet

[illegible]



## Sample Guest Communications

### Suggested Phone Invitation Topics

- I am hosting a table this year for KidVantage's 15th annual benefit luncheon, *Helping Kids Thrive Benefit Luncheon: The Colors of Hope*
- KidVantage has been giving kids in our community what they need for **35 years!** KidVantage helps kids reach their full potential tomorrow by meeting basic needs today. Essentials for kids (and expectant/post-partum moms) are purchased, collected, and distributed, free of charge, through a partner network of schools, human service organizations, hospitals, and food banks.
- The luncheon is KidVantage's biggest fundraising event—they are expecting about 500-600 attendees on Friday, November 7th at the Meydenbauer Center in Bellevue.
- Angela Poe Russell, Playwright & Producer, is the Emcee again this year.
- This event is unique, come see how community members like yourself, together with KidVantage, are working towards a better future for 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 other match partners of KidVantage](#), just scroll down to find the matching gift partners section.
- Kids, families, and agency partners count on KidVantage and KidVantage counts on us—the gifts from generous Luncheon donors go to help provide basic needs supplies for more than 1,300 local children weekly.
- This is a wonderful opportunity to join with others who want to make a tangible difference right now, in our community. Working together, we can give kids help and hope.
- 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 the day of the luncheon (2) a recurring gift to be paid monthly or quarterly (3) a donor-advised fund grant or qualified charitable distribution to be sent post-luncheon. The donation card used at the luncheon will have all these options for you to choose from.
- *You can find more information about the luncheon at the top of this packet in the Welcome Letter, or online at [Helping Kids Thrive Luncheon - KidVantage](#).*



## Sample Guest Communications

### **Sample Email Invitation Version #1:**

*(Feel free to attach the [Save the Date found here](#) as well – you can also find it online on our event page [www.KidVantageNW.org/Thrive](http://www.KidVantageNW.org/Thrive))*

Hello <First Name>,

I would like to invite you to be a guest at my table for KidVantage's benefit luncheon. It takes place on Friday, November 7, 2025 from 12pm-1:15pm at the Meydenbauer Center in Bellevue.

This is 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 service agencies. KidVantage helps kids reach their full potential by meeting their essential needs today. [Here is their video library](#) where you can view the mission in action.

<\*\*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 minimum donation is \$200. 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 to 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>





## Sample Guest Communications

### Sample Email Invitation Version #2:

(Feel free to attach the [Save the Date found here](#) as well – you can also find it online on our event page [www.KidVantageNW.org/Thrive](http://www.KidVantageNW.org/Thrive))

Hello <First Name>,

I would like to invite you to be my guest at KidVantage's benefit luncheon on Friday, November 7, 2025 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 a thousand children every week. What amazes me is that providers from 250+ 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 97% of all orders received from caring professionals, like nurses, teachers, and social workers. All the orders are filled by hand, customized for the child by volunteers. It is because of this level of commitment to our community—to 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 at the luncheon. The suggested minimum gift is \$200, which can be paid as a one-time gift or across the year as monthly or quarterly payments. **Gifts of all sizes are most welcome and appreciated!**

I would really like you to be a part of this wonderful event 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. in case you weren't aware, KidVantage is the name of what was formerly known as EBC—Eastside Baby Corner.



## Sample Guest Communications

### Sample Reminder for Confirmed Guests—Week of October 19th:

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 7th  
Time: Welcome Coffee (informal reception) 10:30 am  
Luncheon: 12pm to 1:15 pm  
Location: Meydenbauer Center, Bellevue  
Theme: The Colors of Hope  
Emcee: Angela Poe Russell, Playwright/Producer  
Speaker: <TBD – check back as we update regularly>

If you haven't already, please let me know your contact information (Name, address, email) and meal preference (chicken, vegan) and I can register for you or if you prefer, you can register yourself by using this link <https://bit.ly/GuestThrive25>. Finally, if you have dietary needs not covered by the meal (i.e. beyond vegan), please reach out to KidVantage directly by October 31st at [shannonw@KidVantageNW.org](mailto:shannonw@KidVantageNW.org) or (425) 209.1042 .

If things come up and you can't make it, please give me a call at [your phone] or respond to this email as soon as possible. If you are aware of someone else who would like to come in your place, let me know too.

We have a wonderful group at this table—I can't wait to see you in just a couple of weeks!

Thanks,  
<Your name>

P.S. Check out the event webpage for up-to-date information at [www.KidVantageNW.org/thrive](http://www.KidVantageNW.org/thrive)



## Sample Guest Communications

### Sample Last-Minute Reminder—Monday, November 3rd:

Hello <First Name Table Guest>,

I am looking forward to seeing you this Friday, November 7th, 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! And the 2 Line link light rail stops right in front of the Meydenbauer! Pull out your ORCA card for a short trip from Redmond or south Bellevue.

[Only if needed...] If you haven't already, today is the final day to register. Please use this link: <https://bit.ly/GuestThrive25> or let me know your contact information (Name, address, email) and meal preference (chicken, vegan) and I can register for you.

You can still request a special meal by emailing [shannonw@KidVantage.org](mailto:shannonw@KidVantage.org) or calling (425)209.1042 (Special requests can't be accommodated after today).

See you Friday!  
<Your name>

P.S. Remember to find out if you (and/or your partner) are eligible for employer matching gifts!



## Important Information to Know

**Parking at in the 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 or use the 2 Line link light rail to downtown Bellevue.

**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.

**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 your name cards or gifts during the reception. Doors will open at about 11:30 am.

### **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.

**Monthly or quarterly payments are possible!** If your guests have concerns about the minimum gift, let them know that gifts can be paid out installments. For example, a gift 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 this [link to make a donation in lieu of attending](#).**

### **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!



## Guest List Sheet— page 1

<b>Your Name</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	



## Guest List Sheet— page 2

<b>Your Name</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	
<b>Ms./Mr.</b>			
Address			
City/State/Zip			
Home Phone			
Mobile Phone			
Email		Meal: Chicken/Vegan	