

Thrive

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

Basics to Butterfly



Table Captain Toolkit

Helping Kids Thrive benefit luncheon

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Helping Kids Thrive Benefit Luncheon 2026—Table Captain Toolkit

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Welcome, Table Captain!

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

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.

The health, safety, and care tangible support from KidVantage gives kids a stronger beginning, helping to get them on a path to reach their full potential. This year's theme, **Basics to Butterfly**, alludes to that journey. The diapers, formula, or clothing from KidVantage relieves stress for child and family—the help and hope we give can open doors of possibility. **When basic needs are met, children thrive — and every child deserves to fly!**

As a table captain, you are vital to the work of providing kids with the essentials they need to grow, to learn, to play, **and to thrive.**

This guide is to assist you in your volunteering — it is filled with information, tips, and tricks to make it easier for you to invite friends and colleagues. There are links to a Table Captain-only page on the website, where we will post updates, and provide access to forms or materials you can use. You will also find QR codes and links for you to give to invited guests to register, or to make a donation if they cannot attend.

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 will be sending out emails over the next few months to keep you in the know about KidVantage, and the luncheon.

The Thrive event brings together 450+ guests to build connections, community, and to act.

It is KidVantage's major fundraising event, with a goal of generating \$405,000 in sponsorships and gifts.

The Helping Kids Thrive luncheon is a tradition — 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? Email Development@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 KidVantage's mission. Contact your list of folks in the way the suits you and your invitee best. In this guide you'll sample text for emails, calls, or messaging. Don't forget to check out our tips. Links to these resources: [recruitment worksheet](#), [sample emails](#), and [tips](#).

☐ **Guest Registration**

When you have invited your guests, you will have two options for guest registration. Use the one that works for you! You can either **(1)** collect their information yourself (names, addresses, email, and meal preference) using our **fill-able guest list sheet** and send to Development@KidVantageNW.org. Or **(2)** you can register your guests online by [clicking here](#) **2)** Use QR Code to access the registration page:

All registrations are due by Friday, October 30th.



☐ **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 us know by Friday, October 30th at shannonw@KidVantageNW.org or call (425) 209.1042. This helps us accurately submit meal totals to our venue, due on Tuesday, November 3rd.

☐ **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 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. The fall is fundraiser season: other local, worthy organizations will be holding events in October or November. Many of them are service partners of KidVantage, and may be supported by your invited guests. Please see the **Special Message** in this toolkit regarding another November 6 event.
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 Shannon at shannonw@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. Email [Shannon](#) 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 individual guests at your table – just let us know.



Special Message

KidVantage and Kindering are the best of partners. Our organizations have a long history of working together to support kids and families in our community. But even the best of partners can stumble over each other. Kindering and KidVantage did that this year when we inadvertently scheduled our fundraising luncheons on the same day. We know this might put you in a difficult position if you are invited to both events. We encourage you to attend one of the luncheons on November 6! Your presence is wanted and appreciated – neither of us can do our work without you.

You may find other ways to be involved with either organization, such as attending [The Night Out for Kindering](#) event in July or volunteering or participating in the Pencils & Pants Back to School events at KidVantage, or by [volunteering](#).



Guest Invitation Worksheet

[illegible]



Sample Guest Communications

Suggested Phone Invitation Topics

- I am hosting a table this year for KidVantage's annual benefit luncheon, *Helping Kids Thrive Benefit Luncheon: Basics to Butterfly*.
- KidVantage has been giving kids in our community what they need for **36 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 450-500 attendees on Friday, November 6th 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 past 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 to help provide basic needs supplies for more than 1,400 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 the Table Captain web page [Table Captains - Thrive Luncheon - KidVantage](#))

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 6, 2026 from noon-1:15 p.m. 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 experience view 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 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 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>

Note: you may wish to add the "Special Message" on emails, as appropriate



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 the Table Captain web page [Table Captains - Thrive Luncheon - KidVantage](#))

Hello <First Name>,

I would like to invite you to be my guest at KidVantage's benefit luncheon on Friday, November 6, 2026 from noon-1:15 p.m. 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 thousands of children every week. What amazes me is that 200+ service providers 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 98% of all orders received from caring professionals, like nurses, teachers, and social workers. Most 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 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 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>

Note: you may wish to add the "Special Message" on emails, as appropriate



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 6th
Time: Welcome Coffee (informal reception) 10:30 am
Luncheon: noon to 1:15 p.m.
Location: Meydenbauer Center, Bellevue
Theme: Basics to Butterfly...when basic needs are met, children thrive—and every child deserves to fly!
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 \(registration link will be coming soon\)](#). Finally, if you have dietary needs not covered by the meal (i.e. beyond vegan), please reach out to KidVantage directly by October 30th at 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



Sample Guest Communications

Sample Last-Minute Reminder—Monday, November 2nd:

Hello <First Name Table Guest>,

I am looking forward to seeing you this Friday, November 6th, 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!

The light rail 2 Line stops right in front of the Meydenbauer. Pull out your ORCA card for a short trip from Redmond, Bellevue or Seattle! The Bellevue Bellhop provides free rides in downtown Bellevue ([BellHop | Free On-Demand Shuttle in Bellevue, Washington](#))

[Only if needed...] If you haven't already, today is the final day to register. Please use [this link](#) [registration link coming soon] 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 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 Meydenbauer Center's underground garage is first-come, first-served.

The parking entrance is on NE 6th 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.

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 your name cards or gifts during the reception. Doors will open at 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 or share the QR code.](#)



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 email KidVantage's Executive Director at jacke@KidVantageNW.org or call (425) 865-0234. 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

Your Name:			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	



Guest List Sheet

Your Name			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	



Guest List Sheet

Your Name			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	
Ms./Mr.			
Address			
City/State/Zip			
Home Phone			
Day Phone			
Email		Meal: Chicken/Vegan	