



THE MOYER FOUNDATION
Helping Children in Distress

Table Captain Tips

RSVP: Please use the Guest Registration Form to register your guests. This form can be emailed to katie@moyerfoundation.org or faxed to 206.298.1207. Please submit your guest list **before Monday, April 25th** – the earlier the better. You can also register your guests at: <http://www.moyerfoundation.org/events/RSVPFree.aspx?id=325>

Remind your guests at least a week before the luncheon to confirm their attendance. If a guest has a last minute cancellation, encourage/remind them that they can make a donation online at <http://www.moyerfoundation.org/donate/default.aspx>

Table size: Tables can seat up to 10 people

Attire: Business casual

Location: Seattle Sheraton Hotel, 1400 Sixth Avenue – Seattle, WA 98101

Arrival: We encourage you and your guests to arrive as close to 11:00am as possible. The Luncheon will start promptly at 11:30am. You will see the “Table Captain” packet and pens on your table.

Parking: The Moyer Foundation has an agreement with the garage on 7th and Pike (the same building as the Cheesecake Factory). This garage is discounting their rate for our group. The rate from 10:30am – 1:30pm will be only \$8. A parking voucher will be in the “Table Captain Packet” on the table – please make sure to give one to each of your guests. They must have this voucher to receive the discounted rate.

What to expect: The program will feature an update from Co-Founders, Karen and Jamie Moyer, an acceptance of the Humanitarian Award by Jon Dorenbos, and a Keynote Address from LeAnn Thieman, co-author of the *Chicken Soup for the Soul* series and part of *Operation Babylift – Vietnam*.

Lunch: A vegetarian option is available. Please let Katie know if any of your guests prefer the vegetarian option. Katie will need this information BEFORE May 2nd.

Suggested donation: There is no charge to attend this Luncheon, but a suggested minimum donation is \$150. The Moyer Foundation is counting on **100% support** at this year’s luncheon. Every gift made at the Luncheon will go to The Moyer Foundation to help local grassroots organizations in the state of Washington.

Matching gifts: Please encourage guests to take advantage of their company’s matching gift program by checking with their human resource department.

ASK: Towards the end of the luncheon, Karen Moyer will ask the Table Captains to distribute the donation envelopes. Please wait for this announcement before handing these to your guests.

Taxes: Any donations made above the cost of the meal may be tax deductible. The Moyer Foundation will mail a receipt to all guests with pertinent tax information.

Gift recognition: All donors will be thanked directly after the Luncheon with a thank you and receipt. We encourage you to thank you guests as well.

VIP Reception: There will be a post-luncheon VIP Reception. The VIP Reception will offer a meet and greet with Karen and Jamie Moyer, Jon Dorenbos, LeAnn Thieman, and musical entertainment by Seattle Seahawks Defensive Tackle, Craig Terrill. We are offering the option for individuals to join the VIP Reception for an **advanced donation of \$250**.

Updates: Table Captains will receive email updates about the Luncheon leading up to Monday, May 9th.

If you have ANY questions regarding the Luncheon, please contact Katie at katie@moyerfoundation.org or 206.298.1217

