



## Gift of Independence Fundraiser Table Captain Information

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Seniors' Resource Center (SRC) is honored to have your support as a table captain for the 2018 **Gift of Independence Annual Fundraiser** on Thursday, September 27<sup>th</sup> at 7:00 am at the Denver Marriott West, 1717 Denver West Boulevard, Golden CO 80401.

Table Captains are truly ambassadors for SRC, and we are grateful for your commitment to our mission. With your help, we can raise the awareness and the funds we need to continue providing the services that older adults depend on in order to remain independent and age at home. **The breakfast is SRC's main fundraiser.**

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**Goal:** To fill your table with guests who may be willing to support SRC's work in the community and make a generous donation.

### **Between now and September 6th:**

1. **Make a list** of friends, family, colleagues and business associates who may be interested in supporting SRC financially.
2. **Please OVER-INVITE!** We suggest you invite a minimum of 20 people. We have plenty of room in case you have more than nine people who accept your invitation.
3. Invite your guests by mail, telephone, email, or in person. (See attached page for language suggestions)
4. As soon as someone accepts your invitation, please get his/her name, mailing address, e-mail and phone number and meal preference (vegetarian or non-vegetarian). Enter the information in the provided spreadsheet or email the information to Nancy Hiester at [NHiester@SRCaging.org](mailto:NHiester@SRCaging.org) or Jill Tigner [JTigner@srcaging.org](mailto:JTigner@srcaging.org). Please send your guest a personal confirmation and thank you.
5. If individuals you invite are unable to attend but express interest in learning about SRC, please pass along their name(s) and contact information, so we can follow up.

### **On September 6th:**

Email Nancy or Jill or enter on the website, your **guest list by Thursday, September 6<sup>th</sup>**. You may submit your guest list as soon as your table is filled. If there are changes after you submit your list, let us know.



### **On September 21<sup>st</sup>:**

Call or email each of your guests to remind them about the breakfast and confirm the following:

- Time: Registration 7:00 am, program 7:30 -8:30 am
- Location: Denver Marriott West, 1717 Denver West Boulevard, Golden CO 80401
- Parking is free.
- If anyone cannot attend, please email Nancy Hiester at [NHiester@SRCaging.org](mailto:NHiester@SRCaging.org) so we are able to fill the seat prior to the breakfast.

You and your guests will receive an email from SRC with your table number assignment, room map and directions. (See [sample language suggestions](#))

### **On September 27<sup>th</sup>:**

Please try to arrive by 7:00 am. Locate your table where your table captain packet will be waiting for you. Your table captain packet will include nametags, pens, pledge cards and envelopes.

1. Visit the information table if you have any last minute changes regarding your guests.
2. Greet your guests as they arrive at your table, give them a name tag (included in your packet) and record who is in attendance at your table.
3. Give directions to the restrooms and confirm any food allergies or dietary restrictions for your guests. There will be a list at your table of any guests who requested a special meal. The hotel will provide markers for their place settings.
4. Near the end of the program, the speaker will let you know when to pass out the pledge cards, envelopes and pens from your packet. PLEASE WAIT FOR THESE INSTRUCTIONS.
5. Fill out a pledge card yourself, and put it in the envelope and then place it back into your packet envelope. Collect the other completed pledge cards at the end of the event and put them in the packet envelope.
6. Volunteers will collect your packets as you leave the ballroom.

**Thank you for your support. We could not do this without you!**

Nancy Hiester, 303.235.6918 [NHiester@SRCaging.org](mailto:NHiester@SRCaging.org)

Jill Tigner, 303.235.6967 [JTigner@srcaging.org](mailto:JTigner@srcaging.org)



## Sample language

## suggestions

### For invitation-now to Sept. 6<sup>th</sup>)

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I'm inviting you to learn more about Seniors' Resource Center (SRC) on Thursday, September 27, at the Gift of Independence Fundraising Breakfast. SRC is a local 501(c)(3) nonprofit that provides services and resources in the Denver metro area and adjacent foothills to help older adults age at home. (Here is where you can insert what SRC means to you.)

The breakfast is free, but is a fundraiser so there will be an "ask" for donations at the end of the program. There is no obligation or pressure. You will be given an envelope and you can decide if you want to donate. Registration begins at 7:00 am, the program starts at 7:30 am and ends promptly at 8:30 am.

This year's breakfast will highlight SRC's 40 years of service to older adults and caregivers. You'll meet some of the dedicated staff and volunteers, learn about the impact of SRC's mission and its growing importance, as the number of older people continues to rise in the years to come.

I hope you will join me. Please get back to me by Sept. 6<sup>th</sup>. I look forward to your reply.

Also, if there's anyone else you'd like to bring, they are welcome. Just let me know and I'll sign them up.

### For confirmation- Sept. 21st)

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I am happy you'll be able to join me for the SRC Gift of Independence Annual Fundraiser on Thursday, September 27<sup>th</sup>, at the Denver Marriott West, 1717 Denver West Boulevard, Golden CO 80401. Registration begins at 7:00 am, the program starts at 7:30 am and ends promptly at 8:30 am.

I look forward to seeing you and know you will enjoy breakfast and learning about the great work SRC does in our community.

Please note: Your guests will be sent directions and their table assignment via email the day or two before the breakfast. Table assignment information will also be available outside the ballroom before the breakfast.

## Thank you for your support. We could not do this without you!

Nancy Hiester, 303.235.6918 [NHiester@SRCaging.org](mailto:NHiester@SRCaging.org)

Jill Tigner, 303.235.6967 [jtigner@srcaging.org](mailto:jtigner@srcaging.org)