

## 2 – Table Captain Tips

- **Encourage your guests to invite their friends**

Ask your friends and connections, “Do you have a friend that we can invite?”

- **Guests should not be surprised by the request for a donation**

When you invite your friends, be sure to tell them that the purpose of this event is to raise both awareness of Washington Conservation Voters’ programs and the funds to further those programs. If you are concerned that your friend may not be able to contribute a large amount, you can explain that “for the entire table, I’m hoping to raise \$\_\_\_\_\_. We will work together to achieve that goal.”

- **Have a designated “table co-captain” if possible.**

It’s a grea idea to have someone prepared to assist you – to be talking with a new or nervous guest and welcoming guests if you have to attend to some last-minute needs.

- **Is there a dress code?**

If a guest asks you what to wear, you can explain that while there is no dress code, most attendees wear suits or business casual and you would not recommend anything too relaxed.

- **What if I have empty seats at my table?**

If you have a last-minute cancellation, don’t worry: simply let us know either before the event or at registration, and we can often replace the empty seat with a guest from a table that is already packed. For changes, just email or call Kelly Drake at 206.631.2629 or [kelly@wcvoters.org](mailto:kelly@wcvoters.org)

- **We want to take good care of your guests!**

The tables at the Westin Seattle seat 10 comfortably, 11 snugly. It is okay to have more! Many table captains fill or host more than one table. If you discover you have more than your table will hold, we will seat your overflow guests at a nearby table.

**Thank you for being a dedicated volunteer and supporter!**