

3 – Table Captain Communication to Guests

Sample Invitation to email guests:

Dear (Friend),

I'm excited about Washington Conservation Voters' 17th Annual Breakfast of Champions on Thursday, October 8th, 2008. This is a wonderful opportunity to hear about Washington Conservation Voters' work on important environmental priorities and our efforts to elect environmental candidates. Check out www.wcvoters.org for more information.

I'd enjoy having you as a guest at my table for this great event on Thursday, October 8th, from 7:30 to 9:00 am at the Downtown Seattle Westin Hotel. If you are interested, reply to let me know or give me a call at (). I hope you can join me. Together, we can make a difference in the protection of our environment.

Sample Follow-up

Dear (Guest),

Thank you for taking the time to have breakfast with me. If you haven't already done so, please RSVP to Kelly Drake at kelly@wcvoters.org or (206) 631-2629 or online at www.wcvoters.org.

Here are the details of the event again. The Breakfast of Champions is Thursday, October 8th in the Grand Ballroom of the Downtown Seattle Westin (1900 Fifth Avenue, Seattle 98101). Hourly and valet parking is available but I urge you to consider taking public transportation, it will save you money and the environment. (Check out www.metrokc.gov to plan your bus trip.)

Registration opens at 7:00 am with coffee and tea available to the early risers. You can pick up your nametag in the Third Floor Foyer (organized by your last name). The program will start roughly around 7:30 am. I look forward to seeing you there!

Sample Reminder – 1 week out

Dear (Guest),

I am looking forward to seeing you next Thursday at the Downtown Seattle Westin. I'm so glad you can make it. Registration opens at 7:00 am and coffee and tea will be available. If things come up and you are unable to attend the breakfast, please give me a call as soon as possible – and let me know if you know of someone who would like to come in your place. Check out www.wcvoters.org for more information.

See you Thursday!

Things to Remember:

- These are just templates, add your own flare to them and you might get a better response.
- You can also follow up these emails/letters with phone calls, if you have time.

Thank you for being a dedicated volunteer and supporter!