



**Friends of the
Cedar River
Watershed**

TABLE CAPTAIN BASICS

Thank you for your interest in volunteering with the **Friends of the Cedar River Watershed** and supporting our work to enhance and sustain our region's critical water resources.

Your participation is important and will be well recognized.

The Watershed Celebration 2011 will take place on **Thursday September 29, 2011** at the exclusive private 'The Ruins' dinner club. Tickets are \$75.00 per person. Seating limited to 100-120.

"Seattle's Best Kept Secret," The Ruins, is a private dining club with catering facilities located in Seattle, Washington. In operation since 1993, The Ruins offers fine hospitality in a choice of attractive rooms. The Ruins is located near Seattle Center, a hub of cultural activity.

The Ruins has developed a catering program that promotes the celebration of food. We bring the best that the Pacific Northwest has to offer to your table. From plates to pastries ... bartenders to baked brie ... staff to seared ahi tuna ... ingredients are sourced hours before your custom cuisine is created so menus are left open for the creativity of the chef with the freshest and most distinct ingredients. The chef will create both a vegetarian and fish entrée to accompany the meal, TBD due to local market availability.

This event takes place in The Ballroom which features hand-painted murals of Northwest flora and fauna with Plateau Indians in their sophisticated and attractive regalia, by artist Jennifer Carrasco. Let your guests luxuriate amongst these rich tableaux while enjoying each others' company, and under ornate chandeliers from a different era. A small stage at one end of the room is framed by a rich blue velvet curtain hanging in pleated swags.

Registration will open at 5:00 p.m. and our program will run from 6-9 p.m. A 5:00-6:00 cocktail hour with appetizers can be enjoyed by all guests before our program begins.

The Friends' goals for the event are to bring together 100 business and community leaders, conservationists and elected officials to celebrate advances in watershed conservation and raise money for restoration, education and stewardship.

The key to our success is getting the right people to the event. That is where you come in as a Table Captain. Your job is to invite enough people to fill the table with guests who want to learn more about the Friends of the Cedar River Watershed. **There are 4 tables of 10 guests and 8 tables of 8 guests.** They can be friends or business associates who already are familiar with the Friends or individuals who have never heard of our work.

During the presentation we will ask everyone in attendance to consider making a financial contribution to the Friends. You will lead your guests through the simple process of making donations. The suggested donation is \$75 or more. Guests are not obligated; our hope is that they will be inspired.

You are responsible for providing Friends of the Cedar River Watershed with a list of guests by AUGUST 20TH. If you have questions, or you would like the electronic version of these documents, please contact Cheryl Angle by phone at (206) 297-8141 or by email at cheryl@cedarriver.org.

Instructions for Thursday, September 29, 2010 (the day of the event):

- There will be remit forms on your table to use for each guest.
- During the Paddle Raise, you will be prompted to give the forms to each guest. Please encourage your guests to give at a level that demonstrates their enthusiasm for the Friends. *The \$75 suggested donation is neither a minimum nor a maximum.*
- If your guests choose to make a contribution or pledge during the program, please collect the remits and hand off to staff members. The Friends will send thank you cards to all supporters!

Table Captains are essential to our success. Thank you!

Watershed Celebration 2011

Thursday, September 29, 2011 from 5-9 pm.

The Ruins 570 Roy Street, Seattle, WA 98109

P: (206) 285-RUIN (7846) | F: (206) 285-0675 | info@theruins.net

SAMPLE INVITATION

For potential guests

Dear _____,

I am serving as a Table Captain for the Friends of the Cedar River Watershed fundraising gala, the Watershed Celebration 2010.

I hope that you will join me at my table. The gala is scheduled for **Thursday, September 29, 2011** at The Ruins dinner club.

This gathering will bring together over 100 business leaders, elected officials, civic, tribal and community leaders. The program will features advances in watershed conservation and feature new programs to inspire the next generation of watershed stewards. It should be inspiring and fun!

The evening of presentations and entertainment is a fundraiser, so please bring your checkbook and a giving spirit. We hope that everyone at the event can give at least \$75, and perhaps we can inspire you to do even more. Registration begins at 5:00 p.m. and the program starts at 6:00 p.m. in order to end promptly before 9:00 p.m.

As you know, I care deeply about our natural environment. The Friends of the Cedar River Watershed is dedicated to protecting and conserving healthy local watersheds and your attendance can help support those efforts.

I sincerely hope you can join me to celebrate and support these efforts.

Please let me know if you can come by August 20th, 2010.

Warm regards,

(your name)

Friends of the Cedar River Watershed

6512 23rd Ave NE #320

Seattle, WA 98117

CONFIRMED GUEST LIST

Due: Friday, August 20, 2011 (or sooner!)

This step is very important to making the gala a positive experience for you and all of your guests. Please use this form to let us know who will be sitting at your table (yourself, plus seven confirmed guests). Thank you for being thorough and prompt.

Complete contact information and correct spelling is very important.

Please provide email addresses and, if possible, full addresses and phone numbers. This will allow us to send an email confirmation before the event and a prompt thank you note afterwards.

Guest Name Contact Info (*email/postal address*)

**Is a VIP or
elected official?**

1.

You, the Table Captain

2.

3.

4.

5.

6.

7.

8.

If you do not have a full table of 8 people, please let us know your preference:

☹ Please fill the empty seats with other guests.

☹ I commit to filling the empty seats by August 20th and submitting the list to the Friends by that date.

Fax to (206) 297-8142 or email your list to cheryl@cedarriver.org