

FOOD LIFELINE

BAG HUNGER LUNCHEON

The Economy in Focus: Forecasting Hunger & Hope

September 23 | 12:00 PM-1:30 PM | Grand Hyatt Seattle

Suggested Steps for Table Captains & Table Sponsors

CONFIRMATION AND GUEST RECRUITMENT

- Return your **Table Captain/Sponsor Confirmation Form** to Food Lifeline via email, fax or online at www.FoodLifeline.org/BagHunger.
- Make a list of **12-14 potential guests**. Consider friends, associates, and business contacts.
- **Helpful Recruiting Tips:**
Look through your personal address book and business contacts, church membership roster, professional association lists, recreational and civic club membership lists. Consider your accountant, lawyer, etc.

Remember that you'll need to invite more than 9 people to fill your table of 10, as not everyone will be able to attend. If all of your potential guests say "yes" we can arrange for seats at a nearby table.

INVITATION PROCESS

- Food Lifeline provides you with **15 invitations** for you to mail or hand-deliver to your potential guests. Please be sure to mail or deliver them right away to give your guests time to respond. You may want to include a personal note in the envelope.
- Included with each invitation is an **RSVP/confirmation card** for your guest to mail back to Food Lifeline. The RSVP/confirmation card will assist Food Lifeline with nametags and will give your guests **an opportunity to make a donation even if they cannot attend**. Your guests can also RSVP and/or donate online at www.FoodLifeline.org/BagHunger.
- We will also provide an **email invitation** for you to forward to potential guests, and your guests may opt to **RSVP online** at www.foodlifeline.org/BagHunger.
- Email rachelh@fll.org or call 206-545-6600 x3624 if you'd like to find out which of your guests have responded.

FINAL COMMUNICATION

- **Reminder calls:** Contact your potential guests again via phone or e-mail and remind them to send in their confirmation card or RSVP online by September 7.
- A **Table Guest List** is included with your invitations. Be sure to email your completed list by September 15 to rachelh@fll.org so we can coordinate seating and nametags.

THE EVENT

- Meet your guests on **September 23** at the Seattle Grand Hyatt, either in the lobby or at your table. Help your guests enjoy the event, and share with them your hunger awareness and knowledge of Food Lifeline.
- Call or email to **thank your guests** for attending. Food Lifeline will begin mailing thank-you cards on September 24.