

Dear Friends,

On behalf of the community of students, parents, supporters, faculty, staff and the board of directors at Gonzaga Preparatory School, we thank you for committing to be a Table Captain for our 2015 Annual Financial Aid Benefit Luncheon on Wednesday, October 14th at the Gonzaga Prep Scarpelli Gymnasium.

By volunteering as a Luncheon table captain, you will help us spread the mission of Gonzaga Prep to bring people together to support the mission of Jesuit education and change lives by strengthening our student community. Lunch attendees will learn how the Financial Assistance Program benefits every student in our community. The program will consist of a video presentation, student speakers, and our special guest speaker, Anne McClain. Anne is a 1997 Prep graduate and a member of the 21st NASA astronaut class.

There is no cost for you or your guests to attend the Luncheon. Instead, we are asking you to invite guests to come for lunch, hear about the impact Gonzaga Prep has on the lives of our students and consider making a donation. A formal "ask" for contributions will be made by our speakers as part of the program. Thanks to the support given by our luncheon attendees and corporate sponsors, every dollar donated will go directly towards student education.

Included in this packet, you will find materials to help you successfully fill a table with generous Luncheon guests:

- The table captain equation
- Step-by-step guide for table captains to reference before, during and after the event
- Key dates and deadlines to remember
- Sample email
- Luncheon guest list to complete and return by Wednesday, October 1
- Common questions and responses

If you have any questions or concern please do not hesitate to contact any of the committee members.

Thank you for your support.

Annual Financial Aid Luncheon Committee

Sharon Bradley, Kate Coomes, Mia Davidson, Heather O'Keefe, Melanie Russell, Molly Schemmel, Eric Tucker, Christine Welch, Matt Gibson, Christina Lombardo and Lisa Welsh. Wendy Griffin-
Gonzaga Prep staff liaison. 509/489-6302 Ext. 325

What Does a Table Captain Do?

- 1) Simply invite friends, colleagues and family members to have lunch with you at the 2015 Annual Financial Aid Luncheon on October 14 at Gonzaga Prep. Remember, there is no cost to you or your guests for the lunch
- 2) Get attendees email and phone # to register
- 3) Confirm guest list and table registration with Wendy Griffin by October 1
- 4) Gonzaga Prep will send email reminders to registered guests on October 7
- 5) Personally confirm with your guests a couple of days before the event.

Why Table Captains' Matter

the Table Captain Impact Equation

50	Table Captains
10	Guests per Table

500	Lunch Attendees and Potential Donors
\$200	Gift per Donor
	<i>(Donations range between \$20 and \$10,000)</i>

\$100,000 Individual Contributions !!!

Step by Step Guide

1. Make Contact

Compile a list of friends, colleagues and family members to invite. Send an invitation email as soon as possible. Follow-up with a second email or a phone call a week later. Don't wait -- Start today!

2. Communicate Effectively

This is a fundraising event. There is no ticket price, nor is there a minimum donation.

3. Tables of 10

Each table accommodates 10 guests plus a student and a teacher. Oversubscribe your table! Due to unforeseen circumstances, guests may drop-out last minute. If you have more than 9 confirmed guests, we will accommodate them.

4. We'll Help Fill Seats

Contact us if you come short of 10 committed names. Please let us know as soon as possible.

5. Submit your Guest List and register your guests.

Guest lists are due Thursday, October 1. Please register yourself and your guests on the Gonzaga Prep website. You can email any changes or additions to Wendy Griffin by October 8. Please double-check spelling for name tags.

6. Pre-Luncheon Reminders

We will send an email reminder to all guests by October 7. In addition, please contact all of your guests a few days before the event. Tell your friends you're excited for the event by posting messages on Facebook, twitter, etc.

7. Day of the Luncheon

Doors open at 11:00 am. All guests are encouraged to come early. There will be opportunities to talk with friends and with Gonzaga students, faculty and staff to learn more about what's happening at Gonzaga Prep before sitting down. The official program will begin promptly at 12:00 and wrap up by 1:00.

8. The Ask

Towards the end of the program, there will be a formal "ask" for contributions from guests. Students will be handing out and collecting donation forms.

9. Post-Luncheon Follow-Up

Contributions are 100% tax deductible and all donors will receive an acknowledgement from Gonzaga Preparatory School. Please also plan to send a personal thank you to each of your guests and to follow-up with any invitees who were unable to attend, but expressed interest in making a gift.

Key Dates

- | | |
|---|---|
| Monday, September 21 | Make it your goal to send an invitation to 20 people by the end of the week! |
| Thursday, October 1 | Guest Lists Due
Register your guests for the event at www.gprep.com
Be sure to double check spelling and provide as many emails as possible so that we can send confirmation emails to guests.
Email any changes after you have registered directly to wgriffin@gprep.com |
| Thursday, October 8 to Tuesday, October 13 | Email reminder sent to guests from Gonzaga Prep. Make personal reminder calls to your guests |
| Wednesday, October 14 | Luncheon - 11:00-12:00 Social Hour
12:00 - 1:00 Program |
| Friday, October 16 | Send a “thank you” email, text or note to all of your guests.
Better yet – make a phone call! |

The Invite

A very personal invitation from you is the best way to ask guests to attend the Luncheon. Think creatively about whom to invite and then make a phone call, send an email, or invite them over coffee – use the best method for you and the guest you are inviting.

Share your passion! Tell your invitees why you have chosen to support Gonzaga Preparatory School. Are you a graduate? Do you currently have children attending Gonzaga Prep? Share these stories with your friends, colleagues, and family members.

SAMPLE EMAIL

Dear [Invitee],

I am hosting a table at the Gonzaga Prep Annual Financial Aid Luncheon and I would love for you to join me. Let's catch up and support Jesuit Education in Spokane.

The luncheon is Wednesday, October 14 at Gonzaga Preparatory School in the Scarpelli Gym. The doors will open at 11:00 for a pre-event social. The program will begin promptly at 12:00pm and will conclude at 1:00pm. We expect a full house, so plan on arriving early to visit with other guests. The speaker is 1997 Prep Alum and Astronaut, Anne McClain.

There is no cost to attend the Luncheon, but there will be a formal "ask" at the event. The funds raised at the luncheon supports Gonzaga Prep's efforts in continuing to enhance the lives of children in our community by providing an outstanding Jesuit education. The gathering will bring together supporters of Gonzaga Prep from all areas of our community and beyond.

Please let me know if you are able to join me for lunch in support of education at Gonzaga Prep. I look forward to seeing you soon.

All the best,

[Your Name]

Guest List Tracking Form

Please return by Wednesday, October 1 to:

Wendy Griffin

wgriffin@gprep.com

Name	Phone	Email	Address	Attending?
1)				
2)				
3)				
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