



# Eat, Drink & Be Generous

## THANK YOU FOR BEING A TABLE CAPTAIN!

You are a key partner for us in inspiring our community to address and support key issues like homelessness, helping students graduate and breaking the cycle of poverty.

Through song, story and more, the evening will celebrate the strength in our diversity and unite us in building a community where everyone has equal access to opportunity.

We're thrilled to have your help filling your table with enthusiastic guests and making a difference in our community.

## GOALS

With your help, we will inspire 600+ attendees to have fun and donate to support United Way's work in Seattle and King County.

## DETAILS

**Eat, Drink & Be Generous**

Thursday, November 14, 2019

Paramount Theatre

6-9 p.m.

## ENTERTAINMENT & SPEAKERS

We're busily adding lots of talent to the evening's entertainment and more will be announced soon! Here's a selection of the local artists, musicians and speakers we've got lined up for the evening:

- **Whitney Mongé**—An Alternative Soul artist with a deep, meaningful connection to Seattle (and now four albums under her belt). Her powerful, smokey voice and soulful guitar playing will entertain throughout the evening.
- **KEXP DJ Darek Mazzone**—A staple of the Seattle music scene, Derek Mazzone fills the airwaves with the captivating sounds of modern global music every week with his popular Wo' Pop show.
- **Macklemore's Residency Program**—Young hip-hop artists from in and around Seattle will perform, putting their passion, talent, and skill on display after having graduated from The Residency program. The Residency program was started by Grammy Award-winning duo Macklemore & Ryan Lewis, Arts Corps, and MoPOP. Check out The Residency site for more info.
- **Jonathan Sposato**—Angel investor, serial entrepreneur and chairman and co-founder of GeekWire and PicMonkey, Jonathan will emcee the evening.

## WEB PAGES TO SAVE

Submit payment and guest information: [uwkc.org/tablecaptain](http://uwkc.org/tablecaptain)

Learn more about our work in the community: [uwkc.org](http://uwkc.org)

## YOUR TABLE CAPTAIN TIMELINE

Use this checklist as a guide to filling your table and supporting your guests.  
Email [eventregistration@uwkc.org](mailto:eventregistration@uwkc.org) or your United Way contact with any questions.

### TODAY

- Create your guest list. Who might be passionate about homelessness, youth education or poverty? Who might be excited to enjoy a new, unique evening of good food, good company and a great cause?
- Write your invitation or use the template email provided in this toolkit to invite your guests. Want paper invitations to share? Let us know at [eventregistration@uwkc.org](mailto:eventregistration@uwkc.org).
- Create an Eat, Drink & Be Generous appointment in your calendar to send to potential/confirmed guests.

### OCTOBER 3-17: 4-6 weeks before Eat, Drink & Be Generous

- Register your guests online or through your United Way staff lead. Include their email address so we can email them a confirmation and event details for you.
- Log in to [uwkc.org/tablecaptain](http://uwkc.org/tablecaptain) with the username and password provided in your confirmation email to add or edit your guests' names and email addresses.

### NOVEMBER 1: Two weeks before Eat, Drink & Be Generous

- All guest names due to United Way. If you need to make changes to your guest list after **November 8**, email [eventregistration@uwkc.org](mailto:eventregistration@uwkc.org).

### NOVEMBER 7: One week before Eat, Drink & Be Generous

- Email your guests to remind them about the event.

### NOVEMBER 14: Evening of Eat, Drink & Be Generous

- Doors open at 6 p.m. and the evening will end at 9 p.m.
- Parking info and directions can be found [here](#).
- Check in, get your bid number, find your table and welcome your guests.
  - Your bid number will make it easy to pay throughout the night.
- Be inspired and encourage your guests to make a gift to support our efforts to address our community's key issues.

### After Eat, Drink & Be Generous

- Thank your guests and congratulate yourself on a job well done!

## EMAIL TEMPLATE TO POTENTIAL GUESTS

Subject: Join me for a new, unique evening with United Way

[Insert your greeting],

[Insert organization/individual name] has a table at United Way's upcoming Eat, Drink & Be Generous event, and I'd love for you to join me.

Through song, story and more, the evening will celebrate the strength in our diversity and unite us in building a community where everyone has equal access to opportunity.

The evening will feature amazing food from acclaimed chef Tom Douglas, entertainment by local musicians, artists and celebrities, including Alternative Soul artist Whitney Mongé, KEXP DJ Darek Mazzone, Macklemore's Residency Program performers and much more. You'll also have opportunities to make a donation to United Way's programs that address some of our community's most pressing issues, such as homelessness, education and poverty.

Join me at my table!

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Let me know soon if you'd like to attend!

[Insert your name/email signature here]

P.S. Know you can't go? You can still help by giving [online here](#).

## FAQ ABOUT EAT, DRINK & BE GENEROUS

### When are guest names due?

Guest names are due by **November 1**.

### How do I register guests and make changes?

The easiest way to register guest names is through our online portal [uwkc.org/tablecaptain](http://uwkc.org/tablecaptain). You may also email guest names and email addresses to your United Way contact.

### How do we give at Eat, Drink & Be Generous?

This year you will be able to donate by credit card at the event—you'll be able to register your card when you check in at the event, after which you'll receive a bid number. In order to make the evening as easy and seamless as possible for you, information on how to preregister your credit card before the event will be available soon.

### How do I submit my guests' dietary restrictions?

We are happy to accommodate meal preferences and dietary restrictions. You will have an opportunity to include notes when you register through the online portal.

### What if I can't fill my table?

If you cannot fill your table, we will gladly seat others at your table for you. Please contact us at [eventregistration@uwkc.org](mailto:eventregistration@uwkc.org).

### What if I have more than 10 people?

If you have more than 10 people, we will seat your additional guests at an adjacent table. You will need to send your extra guest names to your United Way contact, as you will not be able to enter them online.

### How much is it to attend?

Tables of 10 are \$1,500, and your nine guests do not need to purchase a ticket. There will be numerous opportunities to give throughout the evening and any annual gift of \$100 a month will be matched.

### How can guests make a gift before the event?

Guests can make a gift before the event through the event page: [uwkc.org/begenerous](http://uwkc.org/begenerous).

### Can friends make a gift without attending?

Of course! Those who are unable to attend may make a gift at [uwkc.org/begenerous](http://uwkc.org/begenerous).