



YWCA LUNCHEONS

FREQUENTLY ASKED QUESTIONS

BASIC INFORMATION

WHEN AND WHERE ARE THE LUNCHEONS IN 2019?

Snohomish County Luncheon
Thursday, April 18 | 12:00 – 1:30 p.m.
Edward D. Hansen Conference Center in Everett

King County Luncheon
Thursday, May 16 | 12:00 – 1:30 p.m.
Washington State Convention Center in Seattle

WHAT DOES A TABLE CAPTAIN DO?

- Table Captains are ambassadors for YWCA's Luncheons and the mission. As a Table Captain, your role is to invite people to join you at your table, make sure your guests have registered, and to serve as their host at the luncheon.
- As a Table Captain, your mission is to fill a table of 10 people or more.
- We also hope that as a Table Captain, you'll share your passion for YWCA's mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen our community.
- On the day-of-the event, you will collect all pledge cards and checks at your table and place them in the designated envelope provided.

CAN I BE A TABLE CAPTAIN FOR BOTH LUNCHEONS?

- Yes! You'll just need to register as a Table Captain for each Luncheon separately.

HOW MANY PEOPLE WILL FIT AT MY TABLE?

- Each table can be set for a total of **10 people maximum**.

NEW FOR 2019

WHY DID YWCA DECIDE TO START CHARGING A TICKET PRICE FOR THE LUNCHEONS?

- After 30 years of using the same model, we felt that we needed to review our program to ensure we were:
 - 1) keeping the needs of our clients and community front and center
 - 2) stewarding our donor resources in the best way possible and
 - 3) being as prudent as we could with expenses.
- Given the data, and some trends we were able to identify, we determined it was the best course to shift our model to a ticketed event so that we can continue to work toward meeting the increased need and serving our community in the best possible way.

WHAT IS THE PRICE OF A TICKET TO ATTEND THE LUNCHEON?

- Table Captains are eligible for a Table Captain Insider's Early Bird Ticket for \$100 until January 15, 2019.
- General registration and Table Captain guest registration will open in January with an Early Bird ticket price of \$125:
 - Snohomish County Luncheon: \$125 tickets available until March 1, 2019.
 - King County Luncheon: \$125 tickets available until April 1, 2019.
- General registration ticket price of \$150 will be charged after March 1, 2019 for the Snohomish County Luncheon and after April 1, 2019 for the King County Luncheon.

CAN I PURCHASE A TABLE OF 10?

- Yes! Please contact us at luncheon@ywcaworks.org or call 206.490.4378 for more information.

WILL THERE BE A SUGGESTED MINIMUM DONATION REQUESTED?

- We will not have a suggested minimum donation for this event.

WILL THERE STILL BE AN ASK AT THIS EVENT?

- The Luncheon is YWCA's marquee fundraiser and "friendraiser" of the year. Money raised at our Luncheons support programs across the agency and in both King and Snohomish counties. It is imperative that we maximize our opportunity to raise funds for all of the critical programs that serve so many of our neighbors and community members.
- Guests will be asked to make a meaningful gift to YWCA. We hope that you will give at a level that is comfortable for you and encourage your guests to do the same. Every dollar makes a difference, and each gift is gratefully received.
- We recommend Table Captains let their guests know ahead of time about the Ask. To help your guests decide the level of their gift, you may choose to share the level of your own

QUESTIONS? Contact Laurie Iverson: 206.490.4378 | luncheon@ywcaworks.org

Luncheon gift.

- You are not responsible for raising a certain amount of money.

INVITING GUESTS & REGISTRATION

WHEN CAN MY GUESTS START REGISTERING?

- Guest registration will begin in January. We will send an email when registration is open. If you have purchased a table, then you will submit your guest lists to YWCA staff and they will work with you to register your guests.

IF I'M A CO-TABLE CAPTAIN, CAN I REGISTER FOR THE \$100 TABLE CAPTAIN INSIDER'S EARLY BIRD TICKET PRICE?

- Yes! You may register as a Co-Table Captain at the \$100 ticket level.

WHAT SHOULD I TELL PEOPLE ABOUT YWCA?

- YWCA works where we're needed most to create real change every day through services and advocacy. To eliminate disparities for women, girls, and marginalized communities, YWCA offers stable homes and economic advancement, improves health and reduces violence against women, and promotes racial equity and social justice for all people.
- YWCA has been a regional leader for change since 1894, and now has 30 program sites that serve over 12,000 people across King and Snohomish counties each year.

WHAT IF I CAN'T GET NINE CONFIRMED GUESTS?

- We hope that you'll be able to fill your table of ten. However, we also know that sometimes despite best efforts, it doesn't happen. If you are unable to fill your table, YWCA staff will work to fill empty seats with overflow guests from another table or with people who registered without a Table Captain.

WHAT IF I HAVE MORE THAN TEN GUESTS?

- That's wonderful! We will work to seat your additional guests at a table nearby. If you have enough guests to fill a second or third table, those tables will be placed next to each other, if possible.
 - In this situation, you may choose to nominate one of your guests as the "host" of your extra table to ensure all of your guests feel welcomed and all donations are collected.
- You will need to provide us detailed information on how to split the guest list into multiple tables if you have a preference, otherwise we will do this for you. Email us at luncheon@ywcaworks.org with your desired seating arrangement prior to the registration deadlines for each Luncheon.

HOW MUCH DO GUESTS PAY TO ATTEND THE LUNCHEON?

- Snohomish County Luncheon \$125 Early Bird Ticket will be available until March 1, 2019. After March 1, 2019 the ticket price will be \$150.

- King County Luncheon \$125 Early Bird Ticket will be available until April 1, 2019. After April 1, 2019 the ticket price will be \$150.

WHAT IF I INVITE SOMEONE WHO CAN'T ATTEND AND WANTS TO MAKE A GIFT?

- If you invite someone who can't attend, they can still support your fundraising efforts for the Luncheon. Gifts can be made online at our website: ywcaworks.org/donate.
- Please ask your guest to type "King County" or "Snohomish County" along with your name in the comments field.
- There are also Luncheon donation envelopes that you can distribute if you wish. Please call us at 206.490.4378 or email luncheon@ywcaworks.org and we will send you some!

HOW DO MY GUESTS REGISTER?

- Our online guest registration tool is now simpler and easier to use than ever. It eliminates the confusion of multiple emails and paper forms, and saves time for you as well as our staff and volunteers. More information on how this will work will be sent at a later date.
- For any questions, please email us at: luncheon@ywcaworks.org.

WHAT IF I NEED TO MAKE A CHANGE TO MY GUEST LIST?

- We appreciate your efforts to provide a complete and accurate guest list before the registration deadline, but we know things can change! If the registration deadline has not passed, please email us at: luncheon@ywcaworks.org and we'll be happy to help facilitate any updates or changes.

WHEN DO YOU NEED MY GUEST LIST?

- In order to make the Luncheon experience seamless for your guests, please have them register by **April 4, 2019 for Snohomish County** and **May 2, 2019 for King County**. Getting your guests registered on time allows us to provide the best experience for your guests and ensure that everyone has a seat and a name tag when they arrive at the event.

CAN I MAKE CHANGES TO MY GUEST LIST AFTER THE REGISTRATION DEADLINE?

- After the registration deadline has passed, we will do our best to update guest lists as requests are received. However, due to the large number of Luncheons guests, we can't guarantee that changes requested after the deadline will be processed by the day of the event.
- If you have additional guests to register or a change to make, you can do this onsite the day of the event.
- On the day of the Luncheon, if you have a guest who is not registered or is missing a nametag, please direct them to Guest Services for assistance. New guests on the day of the Luncheon will be seated if space is available.

WHY DO YOU NEED MY GUEST'S CONTACT INFORMATION?

- When you provide their email, mailing address, and phone number, we can ensure they get an event confirmation, reminder, and a thank you.

WHAT IF ONE OR MORE OF MY GUESTS HAS DIETARY AND/OR ACCESSIBILITY NEEDS?

- Our Luncheons will have a gluten free/dairy free entrée and a vegetarian option. Menus will be posted online at ywcaworks.org/events.
- Interpreter services and ADA seating are also available with two weeks' notice. For any special requests, please call 206.490.4378 or email luncheon@ywcaworks.org.

AT THE LUNCHEON

TABLE CAPTAIN RECEPTION

- As a Table Captain, you are invited to join us at a pre-event reception the day of the Luncheon from 11:00 – 11:30 a.m. Here, you will meet the keynote speaker and hear a more intimate conversation with her, led by our emcee. This will end at 11:30 a.m., giving you enough time to meet and greet your arriving guests and get them settled in the ballroom before the Luncheon begins at noon.

HOW CAN MY GUESTS GIVE A GIFT AT THE LUNCHEON?

- At the Luncheon, there will be pledge cards at each seat. During the program, there will be a two-minute break for guests to complete the card and make a gift to YWCA. Gifts can be made with a credit card, check, or cash.
- As a Table Captain, you are responsible for collecting your guests' pledge cards and securing them in the envelope provided on your table. These will be collected by YWCA volunteers immediately after the Luncheon.

SHOULD I PURCHASE FRAN'S CHOCOLATES FOR MY GUESTS?

- Some Table Captains give a token of appreciation to their guests for joining them at the Luncheon and supporting a cause that they believe in. Our partnership with Fran's Chocolate is an easy way to streamline this process.
- When you purchase a specially-priced (\$5) 3-piece box of salted caramels from Fran's Chocolates for your guests, \$1 from each box is donated to YWCA.
- You can order sweet treats for your guests starting in March. Visit the dashboard for a link to place your order online or call Fran's at 1.800.422.3726. Your treats will be delivered to the Luncheon and can be picked up in the lobby on the day of the event.

HOW DO MATCHING GIFTS WORK?

- Corporate matching funds can amplify the impact of your gifts. Ask your guests if their company matches charitable donations and, if so, encourage them to bring their employer's matching gift form to the event.
- Guests can attach the matching gift form to their Luncheon pledge card, or indicate that

they will request the paperwork from their employer at a later date.

- Please note, YWCA cannot request matching funds from any employer; this can only be done by the employee.

WHAT IS THE PERSIMMON CLUB?

- When you support our work, you help provide critical resources to women and families in need. By making a recurring, monthly gift, you join a dedicated group of Persimmon Club members committed to making a sustaining impact in the lives of women and families in our community. For more information, please contact Annual Fund Manager, Andriana Alexis at aalexis@ywcaworks.org or call 206.461.3694.

HOW CAN I LEARN ABOUT BECOMING A LUNCHEON SPONSOR?

- Sponsors are an essential part of the Luncheons because their support covers our expenses, ensuring that all gifts made at the event can go directly to support YWCA programs and services.
- If you know of a company or organization that would like to become a Luncheon sponsor, please contact Alicia Crank at 206.490.4372 or acrank@ywcaworks.org.

ARE THERE OTHER WAYS TO GET INVOLVED WITH THE LUNCHEONS?

- Volunteering is a great way to see the behind-the-scenes action of these exciting events, and there are plenty of ways to help, from centerpiece assembly to room set-up the day before the event. To learn more about volunteering with the Luncheons, please email us at luncheon@ywcaworks.org or call 206.490.4378.