

YWCA Inspire Luncheon: Virtual Captain Guide

How to have a successful virtual gathering!



EVENT INFORMATION

When is the Inspire Luncheon?

Thursday, September 19, 2024

12:00 – 1:00PM PDT, virtual event starts promptly at noon

How do I register my guests?

You'll have access to a personal [YWCA Portal](#) that allows you to enter and track guest information into the Table Captain Portal. We gather guest contact information so that we can thank them properly and continue to bring them into our YWCA community!

What is the virtual experience like?

Guests who attend the event, virtually, will view it via a private **YouTube link**. Virtual guests will not be seen on screen; you will be able to take part in the YouTube chat that can be viewed by everyone streaming the event. **Closed captions will be available for the live-stream event.**

We recommend Table and Virtual Captains let their guests know this is a fundraiser and encourage their guests to make a gift. You may choose to share your gift level or simply tell your guests why you support this work. If you'd like support on how to communicate this to your guests, please visit the [Table & Virtual Captains Toolkit](#).

Guests can make a gift online throughout the event, and we will send envelopes for those who want to send in a pledge or check. If guests cannot attend your gathering, please ask them to consider [making a gift](#).

What will I receive as a Virtual Captain?

You will receive a small Virtual Captain Kit to support your event, including materials about YWCA, online access to the Luncheon, and information about how to make a gift.

If you have any questions or would like other recommendations to make your event a success, please contact Shelly Neuhart at sneuhart@ywcaworks.org or 296.490.4349.

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RECOMMENDATIONS

Who should I invite to this event? How many people should I invite to this event?

This is an opportunity to share your passion for YWCA Seattle | King | Snohomish! Do you have friends you'd like to volunteer with? Do you have co-workers who are interested in getting more involved? Help us showcase the work happening at YWCA by inviting people to stream the Luncheon with you.

Like Table Captains, we hope you'll invite 9 guests to join you at your gathering. However, the great thing about virtually gathering is that it can account for more guests based on your plans! We are happy to have you invite more people to join us at our Luncheon and learn about YWCA.

How can I encourage participation during a virtual event?

Plan on having your guests come early! The live event begins at noon; take a few minutes before it starts for your guests to introduce themselves to one another.

During the event, encourage your guests to post their thoughts and comments in the YouTube chat. Or check-in with your guests throughout the event. How did they feel about the video, speaker, etc.?

This is a great time to engage with your guests about YWCA – like you would at a table during an in-person event!

What are some ways to make this event a success?

Whether you're hosting in your house, office, or another location, successful virtual gatherings have:

- Internet access and a large screen that can support streaming the live event.
- A space large enough for the number of guests.
- The ability to close the door in a shared space; guests will want to enjoy the event without sound distractions (as much as possible).
- Places for guests to be seated, the live program lasts for one hour.
- Providing beverages and/or food is completely optional! If you can, offer water, tea, and/or coffee. You could also ask guests to bring their beverage and lunch, make it a potluck, or offer something like charcuterie or even pre-made lunch boxes!

Are there any recommended places where I can get food and/or beverages from?

We encourage you to order from a woman-owned business for this event. Here are a few examples! 😊

[Ba Bar](#) – Capitol Hill, South Lake, and U Village (restaurant to order pick-up/delivery)

[Black Coffee Northwest Café](#) – Shoreline (in-person café to order coffee pick-up)

[DIY Tea Lab](#) – Several locations (in-person café to order tea pick-up)

[Lazy Cow Bakery](#) – Fremont (in-person café or pre-order cake/goodies for pick-up)

[On Safari Foods](#) – Seattle Area (offers catering including affordable pre-made lunch options)

[Paparepas Venezuelan Food](#) – Capitol Hill and Kent, WA (restaurant to order pick-up)

[The Station](#) – Beacon Hill (in-person café to order coffee pick-up)

[Thyme Well Spent](#) – Seattle Area (offers catering and pre-made lunch boxes)