



## TSNW 2023 Gala Table Captain Guide *Gala on the Green*

**Volunteer Coordinator: Krysta Strasbaugh ([mvpcoordinator@teamsurvivornw.org](mailto:mvpcoordinator@teamsurvivornw.org))**

### **WHAT DOES A TABLE CAPTAIN DO?**

You are the heart of our event and serve a critical role in its success. You will spread the word about the gala, create your own guest list and help make sure the event is well attended by filling a table of 10.

### **EVENT DETAILS:**

**Date:** Saturday, September 30, 2023

**Location:** Overlake Golf & Country Club (8000 NE 16<sup>th</sup> St. Medina)

**Time:** 5pm Start & Silent Wine Auction, Dinner (6pm), Program & Live Auction (7pm), Dessert Dash (8pm)

### **TICKETING & REGISTRATION INFO:**

- **Tickets On Sale:** Now! [Click here](#) to purchase.
- Early Bird Pricing (Until 9/1): \$155
- Regular Price: \$180

**Seating Requests:** When your guests purchase their tickets, they will have an option to request to sit with you at your table.

**Two Steps to Attend:** If your guests opt-in to leave a credit card in the system when purchasing a ticket, they are fully registered to bid. However, if they choose NOT to leave a credit card in the system, one extra step is required prior to participating in the event: they will need to register to bid (and leave a credit card in the system at that point).

**Purchasing Tickets for Guests:** Should you decide to purchase tickets for your guests, you will receive a link from ClickBid that you will be asked to send to them. That link will allow guests to fill in required information (name, contact info, meal preference, etc.). They will need to enter a credit card to be assigned a bid number as well.

### **IMPORTANT LINKS:**

- [ClickBid Landing Page](#) (Direct people here first.)
- [Team Survivor Northwest Gala Page](#) (Has more details.)

### **KEY STEPS FOR A TABLE CAPTAIN:**

- ✓ Brainstorm a list of guests you plan to reach out to. You can invite via email, text, social media – the sky is the limit! See our Gala page (linked above) for all the information you need.
- ✓ Buy your own ticket and register yourself so you know the process!
- ✓ Attend the event with your friends and family!
- ✓ Thank your guests after the event.

*Thank you for being a Table Captain and supporting Team Survivor Northwest efforts to improve the lives of women who have had a cancer diagnosis! We can't wait to celebrate another successful year with you at the event!*