

## 2010 Tips for Table Captains

*Invest in Youth Breakfast*  
**A Celebration of Kids, Families, Courage & Hope**  
*Wednesday, March 3<sup>rd</sup> 7:30 - 8:30 am*  
Check-in begins at 7:00 am  
Hyatt Bellevue, 900 Bellevue Way NE

- **RSVP:** Starting on December 6th, you can register your guests online at [YouthEastsideServices.org](http://YouthEastsideServices.org). Click on “Invest in Youth (March 3)” on the home page. OR fax/mail/email your guest list form to Wendy by **February 24th**.
- **Facebook Promotion:** YES has a fan page and a cause page on Facebook. The Breakfast is listed under “events” on the fan page. The cause page will feature the Breakfast starting on January 4th. See the enclosed document “Promoting the YES breakfast via Facebook” for tips on sharing the breakfast with your Facebook friends.
- **Remind** your guests at least a week before the breakfast to confirm their attendance. If a guest has a last minute cancellation, remind them that they can still make a donation online at [www.YouthEastsideServices.org](http://www.YouthEastsideServices.org).
- **Upon Arrival:** We encourage your guests and you to arrive at 7:00 a.m. so that we can begin the program promptly at 7:30 a.m. Go to the registration area marked “Table Captains” to pick up a packet of materials containing 1) donation envelopes, 2) extra pens, 3) place cards and 4) instructions.
- **Table Size:** Tables can seat up to 11, though 10 is more comfortable.
- **Ice Breakers:** If your guests don’t know each other, send an email to them with one interesting fact about each guest as an ice-breaker.
- **Seating Preferences:** Tented place cards will be provided for you when you register so that you can assign seats (if you wish to do so).
- **Parking:** The Hyatt parking garage can be accessed at Bellevue Place on NE 8<sup>th</sup> and Bellevue Way OR on NE 10<sup>th</sup> and Bellevue Way. Valet parking is available at the 8<sup>th</sup> Street entrance to the Hyatt in the courtyard (not in the garage). Sky bridges connect Bellevue Square, Lincoln Square and the Hyatt. **Parking at the Hyatt and at Lincoln Square is complimentary for three hours.**

- **What to Expect:** The program will feature 1-2 client or former client speakers, an update from YES Executive Director Patti Skelton-McGougan and remarks from Seattle Sounders Head Coach Sigi Schimd.
- **Food:** A vegetarian breakfast is available. Please let us know if a guest prefers the vegetarian option when you register them online or via fax.
- **Suggested Donation:** The suggested minimum donation is \$150. Guests who make gifts of \$1,000 or more are eligible for an inscribed brick along the *Lifeline Path* in front of the YES main facility at Crossroads Park. Every gift of any size is important and appreciated.
- **Donation Use:** Every gift made at the breakfast goes to the *Lifeline Fund*. This fund covers uncompensated care and ensures that all kids and families get the help they need, regardless of ability to pay. On average, \$.85 of every dollar goes directly to services. 100% of breakfast gifts go directly to services due to the *Invest in Youth* sponsors.
- **Matching Gifts:** Please encourage guests to take advantage of their company's matching gift program by checking with their human resource department.
- **The Ask:** Each of your breakfast guests will receive a personalized envelope. **Please do not distribute donation envelopes at the breakfast until asked to do so from the stage.**
- **Taxes:** Any breakfast donation made above the cost of the meal may be tax deductible. YES will send a receipt to all guests with pertinent tax information.
- **Unable to Attend?:** Invitees unable to attend can still make a donation at [www.YouthEastsideServices.org](http://www.YouthEastsideServices.org) that will be part of your total table tally.
- **Gift Recognition:** Donors of \$1,000 or more will get an inscribed brick on the pathway in front of YES' main office at Crossroads Park. Details about the paver and inscription will be outlined at the breakfast and are online at YouthEastsideServices.org
- **Online Updates:** Table captains will receive online updates and information leading up to the breakfast.

Questions? Call Wendy at (425) 586-2309 or [WendyC@YouthEastsideServices.org](mailto:WendyC@YouthEastsideServices.org).