

SEAT AT THE TABLE

# GARTEN LUNCHEON

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Garten Services Seat at the Table  
Luncheon Event

Tuesday, March 26th | 12:00 pm—1:00 pm

Willamette Heritage Center  
1313 Mill St SE, Salem, OR 97301

# Table Captain Packet

# Serving people with disabilities in their effort to contribute to the community

## Our efforts increase society's awareness of human potential.

### DEAR TABLE CAPTAIN

We're thrilled you have chosen to be a table captain for Garten's Seat at the Table Luncheon! As a Table Captain, you are asked to fill a table with six people, including yourself by personally inviting those in your network to join you at your table for the luncheon. Inviting your contacts to the event to learn more about the work of Garten Services increases the potential for building additional support for our mission in our community. You will likely need to invite 8-9 people to ensure your table is filled. Thank you for supporting the important work we do.

### ABOUT GARTEN SERVICES

Garten Services, Inc. is a 501 (c)(3) non-profit organization that provides vocational, day activity and retirement services for people with developmental disabilities and long-term mental illness.

We focus on the abilities and unique competencies of each person with disabilities whom we are privileged to serve, rather than merely their limitations.

We realize that individuals are the best judges of the quality of their own lives, so we engage in an ongoing dialogue that incorporates their experiences, opinions and desires into the services we provide them. We provide the supports necessary to help each person with a disability succeed in connecting and contributing to the community

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### DETAILS AT A GLANCE

#### DATE

Tuesday, March 26th, 2024  
12:00 p.m. – 1:00 p.m.

#### LOCATION

Willamette Heritage Center  
1313 Mill St. SE  
Salem, Oregon 97301

#### REGISTRATION

You may register yourself and your guests directly online using the form found at [garten.org/garten-luncheon-registration/](https://garten.org/garten-luncheon-registration/) or by scanning the QR Code on the right. Please register your guests or have them register themselves **before March 19th.**



If your table is full and you still have guests that would like to come, let us know! We are happy to find seats for all our supporters.

We hope this packet will provide you with everything you need to make your job easier and more enjoyable. Please feel free to contact Alyssa Lockwood at [alockwood@garten.org](mailto:alockwood@garten.org) or (760) 805-6397 at any time should you have any questions or need additional materials.

# Garten Services Luncheon Table Captain Guide

## FILLING YOUR TABLE

- **Create your guest list!** Think of family, friends, colleagues, neighbors, etc. who shares your support for Garten Services or would be interested in learning more about our work!
  - To fill a table of 6, please try to have eight guests confirmed. Due to unforeseen circumstances, guests may drop-out last minute. If you have more than 6 confirmed guests, please let us know and we will work to accommodate them to the best of our ability.
  - **Start inviting!** See our template in our packet to help you get started. Don't forget to add your own personal touch!
  - **Be persistent!** Don't be discouraged if your invitees don't respond or decline. Some people aren't keen on large events but may still be willing to support. Encourage them to donate online!
  - **Communicate effectively and enthusiastically!** Be clear about expectations. While we intentionally do not charge a ticket price, we hope the program will inspire our guests to choose to make a significant gift. Make sure your guests understand up front that there will be an ask at the end of the program.
  - **Confirm. Reconfirm. Follow-up.** Avoid empty seats by making sure all guests can attend. Send out reminders in the days leading up to the luncheon. Post-event, don't forget to thank each of your guests for their attendance and generous contributions. Communicate in the way that works best for your relationship with them (e.g. email, phone, in-person).
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## ROLES & DUE DATES

**Start now!** Identify and invite potential guests. Send an invitation email as soon as possible. Follow-up with a second email or a phone call a week later. Don't wait—start today!

### **Register your guests by March 19th.**

- Register your guests online at our event page or fill out the Guest Tracking form found at the end of this packet.
- If you cannot register your guests online, email the Guest Tracking form to Alyssa Lockwood at [alockwood@garten.org](mailto:alockwood@garten.org)
- If you have guests drop out, invite other guests to fill their spot and email Alyssa with any changes.

### **Reconfirm everyone!**

- Contact and remind your guests the week before the event.
- Email or call Alyssa Lockwood with any guest changes.

### **Event Day—Arrive at the venue by 11:15 a.m.**

- Have some coffee and mingle with guests. Your Table Captain packet along with some pens will be at your table.
- Toward the end of the program, there will be a call to action culminating in an “ask” for contributions from guests. Please be prepared to hand out and collect donation forms. Put all of the donation forms in the packet and drop off at the staff table.

**Post-event—Thank your guests!** A quick call or thank you note is appreciated.

# Sample Invitation

## TALKING POINTS—MAKING AN INVITATION TO OUR LUNCHEON

### Things to Remember:

- Think about the people around you - family members, friends and neighbors that are interested in helping the community. Write a list of people in different circles and would be able to give.
- Communicate in the method you usually use with your potential guest. Make sure **your invitations are personal** AND share what YOU love about Garten Services.
- It is important to confirm their attendance and to follow up with reminders about the event.
- Due to unforeseen circumstances, guests may drop-out last minute - plan accordingly to avoid empty seats.
- Be clear with guests that while there is no cost to attend, there will be an opportunity to support Garten Services at the end of the event. There are a variety of payment methods and schedules; donations can be easily spread throughout the year in smaller, monthly payments.

### Sample email or letter invitation:

Dear NAME,

I am serving as a Table Captain for Garten's Seat at the Table Luncheon and I would love for you to join me at my table. Garten Services is a nonprofit organization that provides life changing opportunities to people with disabilities through employment, career, and retirement opportunities. (Share your personal connection to Garten Services and reasons for supporting.)\*

The luncheon will be held at the Willamette Heritage Center on Tuesday, March 26 from 12 pm-1 pm. It will be a great opportunity to learn more about the work that Garten Services is doing to make a real impact on the lives of people with disabilities in your community.

While there is no cost to attend, the luncheon is a fundraiser for Garten Services and helps support all of their programs and services. There will be an opportunity to support Garten Services and the life changing work they do during the luncheon.

Please join me at my table! Please RSVP by emailing me by March 19th so I can get my guest list to Garten Services.

Warm regards,  
YOUR NAME

