

garten's
SEAT AT
THE TABLE
luncheon



Wednesday, March 19th

12:00 pm—1:00 pm

Doors Open at 11:00 am



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.

It's a good idea to invite 8-9 people to ensure your table is filled, as schedule conflicts can arise, and it's common for a couple of guests to back out. Having a slightly larger invite list provides a buffer to help keep your table complete.

In addition to attending the luncheon, we are encouraging our Table Captains and their guests to schedule a tour of our facility before the event. A tour offers a firsthand look at the impactful work happening at Garten Services and helps to deepen connections to our mission.

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 career, employment and retirement opportunities for people with developmental, intellectual and physical disabilities. 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 support necessary to help each person with a disability succeed in connecting and contributing to the community.

Luncheon Details

DATE

Wednesday, March 19th, 2025
12:00 p.m. – 1:00 p.m.

LOCATION

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

REGISTRATION

You may register yourself and your guests directly online using the form found at 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 7th.**



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 guests.

Table Captain Guide

ROLES & DUE DATES

Start now! Identify and invite potential guests. Think of family, friends, colleagues, neighbors, etc. who share your support for Garten Services or would be interested in learning more about our work! 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!

- To fill a table of six, please try to have eight guests confirmed. Due to unforeseen circumstances, guests may drop-out last minute. If you have more than six confirmed guests, please let us know and we will work to accommodate them!

Register your guests and schedule a tour by March 7th.

- Register your guests online via our event page (garten.org/garten-luncheon-registration/) 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
- If you have guests drop out, invite other guests to fill their spot and email Alyssa with any changes.

Group Tours - March 11th - March 18th

Group Tours of our Hawthorne Facility, Programs & Services, and Recycling Center will be open to Table Captains and their group between March 11th - March 18th.

Please select your tour, date, and time by March 7th to give our team time to coordinate with staff. Visit this link to schedule a tour: garten.org/schedule-a-tour/

Reconfirm Your Guests!

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

Luncheon Event Day—Arrive at the venue by 11:00 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 GUEST 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 Willamette Heritage Center on Wednesday, March 19th 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. In addition, you are invited to tour Garten's (Recycling, Programs/Services, Hawthorne) facility, so you can witness their direct impact in person. I have selected the following (date/time) and hope you can make it.

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 important work they do during the luncheon.

Please join me at my table! Please RSVP by emailing me by March 7th so I can get my guest list to Garten Services.

Warm regards,
YOUR NAME

