

➤ **What does it mean to be a Table Captain?**

By hosting a table and inviting people to attend and/or donate to the event, you are helping KCSARC raise awareness, raise critical funds to support the work of KCSARC's mission, and connect people to our work. Your commitment sends a powerful message of hope and healing to survivors.

➤ **When and where is KCSARC's 2024 BE LOUD Breakfast?**

- This year's Breakfast is Wednesday, March 13, 2024 at 8:00 a.m. (check-in will open at 7:30 a.m.)
- The event will be hosted at the Sheraton Grand Seattle (1400 6th Ave, Seattle WA 98101).

➤ **How many people can I invite to my table at the Sheraton?**

Tables are capped at 10 guests, but if you have more than 10, we will work with you to split your guests between two tables in similar amounts (*example: you have 15 guests, so instead of splitting 10 + 5, we can do 8 and 7*).

➤ **How do I decide who to invite to my table?**

As you're creating your invite list, consider people within your network who are leaders in the community, people who care about this issue, and/or are in intersecting fields that serve survivors. This is also a fundraising event, so consider people who have the capacity to give. Every donor and every donation matters.

➤ **Can you remind me who I invited to the 2023 BE LOUD Breakfast?**

Reach out to beloud@kcsarc.org and we can provide a list of your previous years' table guests.

➤ **Why did my guest receive a fundraising page with a fundraising goal?**

As part of registration, all guests automatically receive an *optional* fundraising page. If they want to fundraise on behalf of KCSARC, we appreciate their support, but otherwise this page can be ignored.

➤ **What if a guest registers or donates but it doesn't link to my fundraising page?**

Contact beloud@kcsarc.org and we can fix it for you.

➤ **What event information will be shared with my registered guests?**

Guests will receive emails from our team detailing key information such as hotel address and parking directions, check-in instructions, program details, and other logistics leading up to the event.

➤ **How are you addressing safety regarding Covid-19?**

We will follow current CDC guidelines regarding Covid-19 and will update registered guests with any protocols leading up to the event.

➤ **Who do I contact if I have questions or need assistance?**

Please contact Abigail Pishaw, Events & Corporate Partnerships Manager, at beloud@kcsarc.org.

See the next page for a few key table captain tasks to guide you...

Table Captain Check List

- ✓ Visit donate.kcsarc.org/beloud24 to register as a table captain and create your fundraising team page. Once your team page has been created, login to customize with a photo and your own message about why you support KCSARC.
- ✓ Invite guests to attend the Breakfast and/or donate by sharing your fundraising team page link.
 - *Tip from a past TC:* In addition to an email invitation, consider sending guests a calendar invite for the event. That way it gets on their calendars, so they don't miss out.
- ✓ Share your fundraising team page link on your social media networks.
- ✓ As guests confirm they can attend the event, have them register (or you can register them) through your fundraising team page. If you need registration assistance, contact us!
 - *Tips from KCSARC:*
 - *Curious to see who has donated to your team page?* Check out the bottom of your fundraising team page to see recent donors.
 - *Curious to see who has registered to attend your table?* On your fundraising page dashboard, click on "MEMBERS" to see who has registered to join your team.
- ✓ Be sure to follow up with guests who have not confirmed they can attend the event.
- ✓ Leading up to the event, check in with your guests to make sure they have the information they need or contact us if you need additional information.
 - *Tip from a past TC:* KCSARC will be sending logistic emails leading up to the event with check-in information, parking directions, etc. Be sure to follow up with your guests to ensure they received the information and highlight parking instructions for your guests.
- ✓ On March 13, 2024 – arrive early to the Sheraton Grand Seattle so you can greet your guests.
- ✓ Following the event, send your guests a thank you for attending.