



Thank you for partnering with the Seattle Children's PlayGarden as a Table Captain for our 2020 Play + Grow + Learn Luncheon! Your role as Table Captain is vital to our fundraising efforts and we so appreciate your commitment to introducing the PlayGarden to your network!

The Play + Grow + Learn Luncheon will be held at the Four Seasons Hotel Seattle on May 14, 2020 from 12pm-1pm. Doors will open at 11:30am with the program and a complimentary lunch beginning at noon.

**Table Captain Responsibilities:**

1. As Table Captain, we are asking you to fill a table of 10 (yourself and 9 guests). If you exceed the 10 guests, we are happy to add additional tables in your name. The luncheon is our biggest fundraising event of 2020! Our goal is to raise \$135,000 in support of programs for children with special needs. To make this goal, we are hoping each guest makes a minimum donation of \$200.
2. The program and lunch will begin at noon. Doors will open at 11:30am. On the day of the event, we ask that Table Captains be available to meet their guests at the welcome table by 11:30am, where nametags will be available to each guest.
3. At the end of the program, Table Captains will be prompted to pass out donation envelopes (available at each table), collect the envelopes at the close of the donation time, and return the entire packet to Rachel Harrison, our Administrator, at the welcome table.

**Invitation and Registration Tools:**

1. Until May 6th guests can register online for the luncheon at our website, [www.childrensplaygarden.org](http://www.childrensplaygarden.org) and can request to be seated at your table.
2. We will also send you an electronic version of the luncheon invitation that you can forward to your invite guests with a link to the online registration. Most of our luncheon guests will register from the email invite. A sample email message is included below for your reference.

**Sample Email Message to Invitees:**

*Hello (invitee name)*

*The Seattle Children's PlayGarden, a nonprofit in South-Central Seattle serving children with disabilities and the general public is near and dear to my heart. (Insert sentence on how you are connected to the PlayGarden).*

*I am so excited to be hosting a table at the PlayGarden's annual Play + Grow + Learn Luncheon, held at the Four Seasons Hotel Seattle on May 14, 2020 and I would love for you to be my guest! This complimentary luncheon event will give you a chance to learn more about the PlayGarden firsthand and give towards their 2020 inclusive programs for children of all abilities. You can read about the PlayGarden's amazing public park and inclusive programs at [www.childrensplaygarden.org](http://www.childrensplaygarden.org).*

*The luncheon invitation along with an online registration link are below, where you can request to sit at my table. I hope you can join me on May 14th!*

*(Your name)*

### **Additional information about the event and the PlayGarden:**

1. The Play + Grow + Learn Luncheon is a complimentary event at the Four Seasons Hotel Seattle. Over 300 guests will join us in raising funds to support our inclusive programs and hear from our guest speakers. This year's program is still being finalized.
2. The PlayGarden is Seattle's only fully accommodating public park, with inclusive programs for children with disabilities. To see examples of the PlayGarden in the media, copy and paste this link into your web browser:  
<http://www.childrensplaygarden.org/#!/press/c1u5u>
3. 2019 has been a year of phenomenal growth at the PlayGarden. We are very proud to have continued our partnership with King County's Best Start for Kids Initiative to bring Open Play to over 9,000 visitors and to have created an inclusion tool kit titled, "Say "Yes" to Kids with Disabilities!" We lead workshops on inclusion to 60 community partners across King County. The tool kit is available to download for FREE here [Say "Yes!" to Kids with Disabilities](#)
4. In partnership with Seattle Parks & Recreation, PlayGarden created a "Pathway for Play!" to welcome visitors and lead them through our enchanted one-acre urban oasis of woodlands, wildlife habitat, farm life, flower and vegetable gardens, and orchards. The Pathway for Play added important safety, accessibility, and visibility features to our park and includes the Lou Ann Bullard Memorial Garden.
5. All PlayGarden programs are inclusive and multi-age, maximizing the opportunity for children with special needs to participate alongside typically developing siblings and peers. PlayGarden programs are designed and staffed by experts in special education and include: infant/toddler playgroups, outdoor preschool, summer camps, community playdates, and weekend art classes. At the PlayGarden, *everyone* can play, grow, and learn!

### **Communication and Support for Table Captains:**

Mica Rood, our Luncheon Coordinator, is available and eager to support you as a Table Captain! Please do not hesitate to contact her with any questions or needs. She'll even register your luncheon guests for you! You can reach her at [mica@childrensplaygarden.org](mailto:mica@childrensplaygarden.org)

Throughout the registration period, Mica will keep you informed of guests who have registered to your table. She will send you an email letting you know when new guests have registered as well as a total guest list for your table to date.

### **Thank you!**

We are excited to partner with you to make our 2020 Play + Grow + Learn Luncheon a huge success! THANK YOU for making such a *significant* contribution to families of children with disabilities!

