

Table Captain Newsletter #1 | 2-9-2023



Hi!

We have so much gratitude that you have committed to inviting and hosting your friends at the PEPS Birthday Bash on May 9. **THANK YOU for being on our team!**

This is the **first of our newsletters just for you and we ask you to read it thoroughly**. We want to make being a Table Captain as easy as possible.

The most important thing you can do right now is begin inviting (and registering) guests. Instructions and templates below.

The [Table Captain Tool Kit](#) has tools, timelines, and details. Please let us know what else would be helpful and we will add it!

The PEPS Team is here to support you! Please contact Magill Dickerson-Lange with any questions at magilldl@peps.org or 206-508-1758.
Thanks! Magill

P.S. We have tables available for more Captains! Who do you know that may be interested in hosting a table/half table?! All Table Captains confirmed by March 7 (including you) will be entered to win a \$100 restaurant gift card!



INVITE! NOW is the time to **get May 9 on everyone's calendar**. Invite any (and every) way you like - email, call, text, Evite, Facebook. Save the Date & Invitation [samples in the toolkit](#).

- Tip: Guests will come because YOU invite them; make your invitation personal, communicate that **you** want to share PEPS – and a wonderful event – with **them**.

But, WHO? Think of all your circles -- your PEPS Group; Groups you've led; your family; friends, neighbors; co-workers; clients; pre-school co-op/daycare friends... This is a helpful [Worksheet and Invitation Tracker](#)

- TIP: If you were in a PEPS Group, but have lost touch with one or more members, we can help! benefit@peps.org for help.



There is no fee to attend, but pre-registration IS REQUIRED and Table Captains are responsible for registering their guests. As guests RSVP with you, please register them online, one at a time. Kindly **register all guests by April 4**.

- Additional details (righthand menu in the toolkit) [How To Register Guests](#).
- [Register your guests NOW](#).



These check-ins are a resource for you to ask questions, share ideas, and use as dedicated time to reach out to your invitees. Magill will keep the Zoom Room open the full hour – pop in (and out) when you can.

- **March 10, 10-11am – [Zoom](#)**
- **April 4, 9-10 &/or 1-2**
- **April 26, 9-10**

Dates to Remember

- **Feb 14:** Perhaps a Valentine themed Save The Date “let’s show our love for PEPS, save the date to join me May 9...”
- **March 10,** 10-11am: [Zoom](#) check in
- **April 4:** All of your guests registered
- **April 4,** 9-10 &/or 1-2: Zoom Check in
- **April 26,** 9-10: Zoom Check In
- **May 5:** Last day to add guests online