



## Tips on Guest Recruitment

1. Invite friends, family, neighbors, colleagues, and school or club associates. Think of all the people you know in all the different areas of your life. Check out the dart board document in this toolkit. It is helpful in you brainstorm.
2. Remember that EBC serves families from Shoreline, south Snohomish County, south of Renton and from Lake Washington out to Snoqualmie and the West Sound region (Gig Harbor to Bremerton) – feel free to invite people from all of the areas EBC impacts!
3. Plan to fill your table with 11 guests (including yourself). Sometimes schedules change and a guest has to cancel as the luncheon approaches - if you have a total of 11 guests planned, you will usually end with 10. And, if you end up with a group of 11, we will be pleased to have a table of 11!
4. Encourage guests to invite a friend to come with them – someone else who might be interested in making a difference in the lives of children and families. It makes completing a table of 11 even easier.
5. A personal invitation from you is the best way to ask guests to attend the luncheon. A great way to begin is with an email followed by a phone call. However, you should use the form of communication that works best for you and your invitees.
6. We've included some sample text to help get you started in this toolkit...cut, paste & personalize! Sample text includes: (1) Email invitation; (2) Follow-up; and (3) Last-minute reminder.

### Noteworthy (invitations and table size)

- In late September, invitations will be available (both printed and electronic). You may use these (they will also be uploaded to the art file in this toolkit) or you may contact EBC to have an invitation sent to your guest list.
- As a Table Captain, you can choose to fill a full table or to share a table with another Table Captain.