



Table Captain Guide



JOIN US



REGISTER TODAY

Thursday
April 20th, 2023
The Westin Seattle
5:30 pm

REGISTER AT: [NWIRP.ORG/GALA](https://nwirp.org/gala)



Dear friends,

We are thrilled to have you as a supporter of Northwest Immigrant Rights Project (NWIRP) and would like to invite you to join us as a table captain for our 2023 Gala on Thursday, April 20 at The Westin in downtown Seattle.

As you know, NWIRP is dedicated to providing immigrants with free legal representation in immigration court, community education, and creating systemic change through impact litigation and advocacy. We rely on the support of people like you to make this work possible.

As a table captain, you would play a critical role in the success of our fundraiser. Your role would include reaching out to your personal and professional networks to invite them to the event and encouraging them to support our work through their attendance and donations.

This year's gala is particularly special as it - after fifteen years as Executive Director of the organization - will be my last with NWIRP. I would be honored to have you in attendance and your efforts as a table captain, as your past support has been essential to our mission.

To support your efforts, the enclosed information provides all the details you'll need, from sample language to key dates to remember - like when early bird ticket pricing ends (on 3/23)! The materials in this packet are also available at www.nwirp.org/gala. Staff from NWIRP will be sending you regular communications to keep you updated on the event's progress, as well as other helpful resources for your guest recruitment efforts.

Rex Neff Brown (rex@nwirp.org), our Development & Events Manager, is available to answer any questions you have. Please feel free to reach out at any time, including letting them know of your interest in being a table captain.

We are so excited to have you on board to help make this event a huge success! Thank you for your consideration, and we look forward to seeing you on Thursday, April 20!

With gratitude and appreciation,



Jorge L. Baron (he/him)
Executive Director
Northwest Immigrant Rights Project

Gala Overview

The gala is NWIRP's annual celebratory fundraiser and a meaningful opportunity to share our mission with new supporters, celebrate our successes, and raise critical monetary support for our work. This year, we are proud to celebrate 39 years of serving community members in Washington State.

Date: Thursday, April 20, 2023

Time: 5:30 p.m. — Welcome Reception & Toast
6:15 p.m. — Dinner & Program Begins

Location: The Westin Seattle
1900 5th Ave, Seattle, WA 98101

Tickets: To be more inclusive and make our events more accessible, we use a sliding ticket scale. Guests may pay what they can based on the following amounts:

Early Bird (get your tickets by 3/27)

\$200, \$150, or \$100

Regular ticket prices (after 3/27)

\$225, \$175, or \$125

What do I need to do?

Table Captains are ambassadors of the Gala and will be responsible for filling a table of 10 – which is nine guests, plus you. If you have more than ten guests, we will seat them at an adjacent table. After the event, Table Captains will typically send their guests a thank-you note for attending.

I've never done this before. How do I invite guests?

Don't worry; we have sample language for you to use below. Email is one of the best ways to reach out. It allows your invitees to refer back to your message for more information. Inviting someone when you see them in person or over the phone is great as well, and you can follow up with an email that includes the details.

Tips for inviting guests

- Let people know your connection to NWIRP. Your story motivates your friends to want to support you and NWIRP. Why are you passionate about NWIRP? Why is the immigrant rights movement important to you?
- Use social media! Talk on your social media platforms (e.g., Facebook, LinkedIn, Instagram, Twitter, etc.) about your role as a table captain for NWIRP's Gala.
- Invite anyone you think may be interested in supporting the cause. Reach out to neighbors, family, work friends, social groups, fitness groups, etc.
- Follow up! People often forget to register even though they have every intention of

- attending. Remind, remind, remind!
- Make sure everyone registers. The link to share is nwirp.org/gala. On our online registration page, your guests will be asked to list your name as their table captain. We will also be following up with you to ensure we have all your guests' names and that you are seated together.
 - If invitees are unable to attend, consider asking them to make a tax-deductible gift to NWIRP at nwirp.org/donate. It's also a nice way for your friends to be in solidarity with you and countless others in the immigrant rights movement.

Sample Email Language

Dear [First Name],

As you might know, I am a supporter of Northwest Immigrant Rights Project (NWIRP), a non-profit organization that defends and advances the legal rights of thousands of immigrants every year throughout Washington State. NWIRP helps keep families together, protects survivors of violence, and helps immigrants access new opportunities to work and pursue education. You can find out more about NWIRP [here](#).

This year, I'd love to have you join me at NWIRP's 2023 Gala, the organization's premier celebratory fundraiser. The gala is on Thursday, April 20th in Seattle, and I would be honored to have you join me at my table. This is a meaningful opportunity to support immigrant rights work happening right here in our community.

The gala will include live entertainment, delicious food and drinks, and inspiring speakers — including immigrants whose lives have been impacted by NWIRP. I hope you'll consider joining me. Here are the important details:

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I hope you will be able to join me. To purchase your ticket(s), visit nwirp.org/gala and list my name under "Table Captain." If you cannot attend, please consider being my virtual guest by making a gift online and listing me as your table captain. Regardless, please let me

know if you have any questions. Thank you for your consideration! I look forward to sharing my love of NWIRP with you!

Sincerely,

[Your Name]

What if I cannot fill a full table?

That's ok! If you find yourself with less than a full table, NWIRP staff will seat other guests with you – either those without a table host or guests whose table captain has more than nine guests. We'll let you know who else will be sitting at your table ahead of time.

Further questions?

Contact Rex Neff Brown (they/them) at rex@nwirp.org.