

Paving Our Future  
2010 Community Auction

April 23<sup>th</sup>, 2010

Benefitting Northshore Senior Center  
and Kiwanis of Northshore

Table Host Information Guide

Please inform Patricia Gustafson  
(425.286.1072 [patriciag@seniorservices.org](mailto:patriciag@seniorservices.org))  
that you intend to be a table host  
before you begin contacting people

## Dear 2010 Table Hosts:

Thank you for being a Table Host at the Paving Our Future 2010 Community Auction benefitting Northshore Senior Center (NSC) and Kiwanis of Northshore. With your support as a Table Host this year, we can demonstrate our commitment to raising support to promote the well-being of older adults and advanced education for young adults.

The theme of our auction is *"Paving Our Future"*. Our goal – to bring 200+ people together who support the work that we do at Northshore and Kiwanis of Northshore, and to help us raise resources to continue to be a strong and vibrant senior center serving 7,500 seniors each year and to fund the Kiwanis scholarships.

### Date and Time:

Friday April 23<sup>th</sup>, 2010 5:30 – 10:00 pm

### Location:

Northshore Senior Center 10201 E. Riverside Drive, Bothell, WA 98011

### Ticket Price:

\$75 per ticket, \$675 for a table of 10 (gives 10th seat free)

### For Questions or More Information Contact:

Patricia Gustafson  
Fundraising Coordinator  
425.286.1072

[patriciag@seniorservices.org](mailto:patriciag@seniorservices.org)

Sharon McCain  
NSC Co-Chair  
425.778.2967

[mccain2967@comcast.net](mailto:mccain2967@comcast.net)

Eric Barnum  
Kiwanis Co-Chair  
(425) 483-7107

[ekbarnum@comcast.net](mailto:ekbarnum@comcast.net)

## Frequently Asked Questions

### What is a Table Host?

Being a Table Host is actually quite easy, but it is critical to the success of the event. As a Table Host, you will invite nine people who will sit at your table for the evening. Here are some specific steps to ensure success!

### Do I buy the table or do I ask guests to buy a seat at the table?

Either way is fine. Some table hosts will buy the \$675 table outright and then invite guests to join them. Others will invite guests and ask them to buy their ticket for \$75.

### How do I find people to invite?

Your enthusiasm for the Senior Center is the best sales tool to get people to say: Yes!

Most people begin by thinking of people in their personal network: friends, coworkers, peers, neighbors, and family members. While this is a good starting point, it is especially important to identify the people you know who care about seniors and people with disabilities. Some might have family members who come to the Senior Center, while others may be supporting their aging

parent, financially or emotionally. You should also consider people who have invited you to other fundraising events.

Once you have established who you would like to invite, introduce them to the Senior Center and Kiwanis and invite them to be your guest. Even if someone is unable to attend, give them an invitation because it includes information about how to donate to the event.

Our goal is to get a good group of people together who can support Northshore and Kiwanis, allowing Kiwanis to continue giving scholarships and Northshore to be the best Senior Center in the country!

### **Will Northshore Senior Center mail out the invitation?**

We will mail an invitation to many people on our mailing list, but it is important for you to give the invitation to your guests. Most people appreciate receiving a hand-delivered invitation directly from someone they know. Invitations will be ready by March 1<sup>st</sup> and will be sent to you.

We will also have an email version of the invitation, also ready by March 1<sup>st</sup>. Please let us know if you would like this version as well – it depends on your audience and their familiarity with computers. You decide the best way to invite your guests.

### **When should I begin inviting people?**

You can begin inviting people today! When the invitations are ready, we will immediately mail you a packet for your guests. The packet will include invitations with details on how guests can purchase their tickets. Also, don't feel that you can only invite nine people. If you have more, we will accommodate them at a nearby table. We have 220 seats to fill!!

### **How do we buy tickets?**

There are three ways to buy tickets:

- 1) You buy the table for \$675; send us a check or your credit card information, or drop it off at the Senior Center (using the RSVP form in the invitation). The RSVP card has space for you to list all of your guests
- 2) Collect the RSVP card and money from your guests and send it in or drop it off all at once.
- 3) Buy tickets online [www.northshoreseniorcenter.org](http://www.northshoreseniorcenter.org) (*PLEASE NOTE – WE WILL HAVE TICKET SALES ONLINE BY THE BEGINNING OF MARCH. CHECK THE WEBSITE.*)

**Remember** – we need an RSVP card from every guest – it also has the meal option on it (beef, fish or vegan).

### **What is the guest list and when is it due?**

We want to make sure to capture information on all of our guests – and make sure we match up all of your guests at your table (especially if they register online instead of giving you a check.) The guest list sheet is in the Table Host packet.

Please send in your guest list to Patricia Gustafson by April 9<sup>th</sup>. You can submit your list in one of three ways:

Email: [patriciag@seniorservices.org](mailto:patriciag@seniorservices.org)  
Fax: 425-485-4954  
Mail: Attn: Patricia Gustafson, Auction  
10201 E. Riverside Drive  
Bothell, WA 98011

**What if I can't fill all ten seats?**

Call us! We will work with you to brainstorm people you might invite. We will also have people who buy tickets without being attached to a particular table host – we can connect you and you can adopt these folks. Just take a deep breath, relax, and think about everyone in your life who believes creating a strong and vibrant community for seniors. The list is probably bigger than you first thought!

**What if some of the people I invite can't come but want to donate?**

Perfect! Encourage them to fill out the RSVP card, which also has a "I can't attend, but would like to make a donation" section.

**What is the fundraising goal for the auction?**

Our goal is to raise \$50,000! This will come through the ticket sales, the live and silent auctions and the "Giving Opportunities" portion of the evening. We have the opportunity to get the right people in the room to bid on the fabulous items we will be auctioning off.

Sponsors are helping underwrite the cost of much of the event, which is great! That means most all of the funds raised at the auction will support the work of Northshore Senior Center and Kiwanis.

**What will be in the live and silent auctions?**

We have a team of volunteers that are working to procure fabulous items for the live and silent auctions. The silent auction takes place at the beginning of the evening – guests write their bids down (thus the silent part) and the highest bid at the time the table closes wins the item. We will have all sorts of items in the silent auction – tickets, gift certificates, art, services and more! The live auction happens during dinner – our auctioneer will auction off items to the highest bidder. We have 3- and 4-night stays at condos or time-shares, trips, paintings, creative packages, something for everyone. Stay tuned... some of the items will be highlighted on our website.

**What are "Giving Opportunities?"**

Here's the part of the night where we take a breather from bidding on stuff and give you a chance to make a straight up donation to Northshore Senior Center. We are specifically raising dollars during this part of the evening in support of two areas: 1) Kiwanis scholarship fund to ensure continuation of two academic scholarships to local high school graduates and one nursing program scholarship at the University of Washington Bothell; and 2) supporting our efforts to provide services to seniors participating in our numerous programs.

As our auctioneer calls out different donation levels, simply raise your bid card at the amount that feels right for you. Please let guests know that we will have "Giving Opportunities" so it won't come as a surprise. The more people that raise their cards, the more seniors and students we can serve.

**What do I actually do at the event?**

When you arrive, check in at the Registration Desk. Some Table Hosts like to wait in the foyer to see their guests to the table. Once your guests have arrived, enjoy the event, talk about the Senior Center, and have a good time!

## TABLE HOST TIMELINE

Early March	Invitations mailed to list, and invitation packets mailed to Table Hosts for personal delivery.
By end of March	Confirm with your guests. Call or email to remind them of the date and time, and to field any questions.
Friday, April 9	Email, fax, or mail your guest list to Patricia Gustafson at the Senior Center. We would like your guest list at least two weeks before the event to register your guests and prepare their nametags and seating arrangements.
Wednesday, April 14	Contact your guests and let them know you're looking forward to seeing them on April 23 <sup>rd</sup> .
Thursday, April 22	Last chance to contact Patricia with any last minute additions or changes to your table.
Friday, April 23	Paving Our Future 2010 Community Auction!! Please arrive by 5:15 to check in at the Registration Table, receive your packet, and begin greeting your guests as they arrive.
Wednesday, April 28	You will receive an email with the successful results of the <i>Auction</i> .
Friday, April 30	Thank your guests for joining you and give them the successful results of the <i>Auction</i> . If any of your guests were unable to attend, please encourage them to contribute to Northshore Senior Center. We can send them donation envelopes to use to mail in a donation or they can call Patricia to make a donation by phone. All attendees will also receive a thank you letter.

**Thank you for supporting Northshore Senior Center and Kiwanis of Northshore,  
and our vital work in the community by acting as a Table Host  
for the *Paving Our Future 2010 Community Auction!***

2010 Paving Our Future Community Auction Tracking Spreadsheet									
Table Captain: _____			<i>Please return to Patricia Gustafson (patriciag@seniorservices.org) by April 9th, 2010</i>						
	Guest Name	Address	City	Zipcode	Phone	E-mail Address	Beef	Fish	Vegan
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

NOTES: