

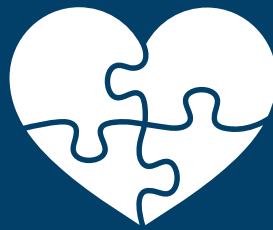
Table Captain Guide

RYTHER ANNUAL LUNCHEON

OCTOBER 20, 2022

THE SHERATON GRAND HOTEL | METROPOLITAN BALLROOM

Registration: 11:00am | Event: 12:00 —1:00pm



Stronger TOGETHER



Dear Friend,

On behalf of the young people we serve, thank you for registering as a Table Captain for Ryther’s Annual Luncheon on Thursday, October 20th, 2022. The theme of the luncheon is “Stronger Together.” We recognize that when we work together, the strength of our collective efforts is powerful. As part of the community, you are helping us tackle some of the key causes of mental illness, addiction, and homelessness.

Your participation as a Table Captain directly impacts Ryther’s ability to support young people. As a Table Captain you will help share information about Ryther’s programs and impact and offer an opportunity for your guests to make a gift in support of this important work. All proceeds raised at the luncheon will help young people and their families in Western Washington who struggle with mental illness, trauma, substance use, homelessness, and neurodiverse traits.

This packet includes the following resources to help you in your role:

- **Event Overview**.....Page 3
- **Table Captain How-to’s**.....Page 4-5
- **Important Dates**.....Page 6
- **Your Impact: Statistics & Facts**.....Page 7
- **Sample Messages**.....Page 8-9
- **Contacts**.....Page 10

We look forward to connecting with you to see how we can best support your efforts. Should you need any assistance, please reach out to me or Donna Verretto. We look forward to celebrating with you and your guests on October 20th!

With deep appreciation,

Karen Brady
Executive Director

P: 206.391.5241
E: karenb@ryther.org

Donna Verretto
Stewardship and Events Manager

P: 206.492.4069
E: donna@ryther.org



Ryther Luncheon Event Overview

We are coming together to support youth in our community struggling with mental and behavioral health issues! Over a delicious lunch, Ryther's Executive Director Karen Brady will share updates on Ryther's programs and plans for the coming year. We will also hear inspirational stories, enjoy a video presentation, and celebrate the community that makes us stronger together.

WHEN:

Thursday, October 20, 2022

Registration: 11:00am | Program Begins: 12:00pm | Program Concludes: 1:00pm

TICKET COST:

There is no ticket cost for this event. However, there is a suggested minimum donation of \$150.00 per person at the event. A generous group of donors will match gifts over \$300 given on the day of the luncheon. All gifts will be matched up to the amount we have in the match pool.

WHERE:

The Sheraton Grand Hotel | Metropolitan Ballroom, third floor | 1400 6th Ave, Seattle WA 98101

WHY:

As a result of the COVID-19 pandemic, leading medical groups have declared a national emergency in child and adolescent mental health. Coinciding this crisis, the Medicaid system has seen an 11% enrollment increase and now insures 2 million Washingtonians. That's more than one in five Washington residents, including nearly half the state's children. At Ryther, the demand for these services has skyrocketed. Proceeds from Ryther's Luncheon will support the increased demand from young people and their families in Western Washington who struggle with mental illness, trauma, substance use, homelessness and neurodiverse traits.

JOIN US!

» As an Individual guest » As a Table Captain — host a table of 10 guests

TO REGISTER TODAY: ryther.org/luncheon-2022

TO MAKE A GIFT IN LIEU OF ATTENDANCE: ryther.org/give

FOR MORE INFORMATION: events@ryther.org or call Donna Verretto at 206.492.4069



Getting Started – everything you need to know!

INVITING POTENTIAL GUESTS

Make a list of 15 guests you would like to attend, ensuring enough folks are asked to fill the 10 seats at your Table (you are the Table Captain). Next, decide if you want to invite your guests by phone, email, letter, or in person. **Sample messages have been provided for your reference on pages 8-9.**

THEY SAID YES OR MAYBE...?

If your guests reply **YES** or **MAYBE**, follow up with them immediately with event information for their reference. An email is the best way to follow up with your guests as they can easily save the information and refer to it as the event draws closer. If your contact responds with “maybe,” be sure to make a personal reminder to follow up with them two weeks before the lunch. **Sample messages for all responses have been provided for your reference on page 9.**

THEY CAN'T ATTEND, BUT WANT TO SUPPORT RYTHER

If your guests cannot attend the event, they can still support Ryther's programs by:

- Making a donation online at: ryther.org/give
- Mailing a check to: **Attn: Ryther Luncheon, 2400 NE 95th Street, Seattle, WA 98115**
- Calling **206.517.0203** to make pledge or payment arrangements
- Visiting ryther.org/get-involved to learn how to get involved

***See page 9 for a sample message on how to ask your guest to support Ryther in lieu of attendance!**

COMMUNICATING EXPECTATIONS

All funds raised at the lunch support Ryther's services to young people and their families in Western Washington who struggle with mental illness, trauma, substance use, homelessness, and neurodiverse traits. **While there is no cost to attend the event, the suggested minimum donation for the event is \$150.00. In addition, a generous group of match donors will double all donations of \$300.00 or more.** We wish for all of our guests to consider making a gift that is meaningful to them; donations of any amount are needed and appreciated. Gifts can be made by check or credit card in one-time, monthly, quarterly, or annual pledge installments. All donations are tax-deductible.

FILLING YOUR TABLE OF 10

All tables accommodate 10 guests comfortably. Should you have additional guests, we will seat them at a second table adjacent to you. You are also welcome to fill more than one Table. Should you have unfilled seats at your Table, we kindly ask that we be able to seat additional guests at your Table. While we request guest names no later than October 7th, we can adjust any seating arrangements through Tuesday, October 18th. Changes made after October 18th can be accommodated at the registration table on the day of the event.

REGISTERING YOUR GUESTS

You and your guests can confirm your attendance in the following ways:

- Fill out the [online registration form](#) with your name and contact info. Then, add in additional guests in the fields provided.
- You can submit guest info in this manner through the online page as often as needed.
- Ask your guests to register themselves by filling out the online registration form and note your name as the Table Captain.
- Email donnav@ryther.org with names and email addresses of your guests.



How-to's and Information

WHO IS AT MY TABLE?

We will send you an updated list of your table guests two weeks prior to the luncheon. If you would like to receive a list of your guests or need to make changes, please reach us at donnav@ryther.org. We request guest names no later than October 11th and can adjust any seating arrangements in advance through Tuesday, October 18th. Changes made after October 18th can be accommodated at the registration table on the day of the event.

REMINDERS

We will send a detailed reminder with the date, time, maps, directions, and parking information to you and any guests for whom we have an email address. We recommend that you also share our reminder with your guests, ensuring they have all the info they need to attend.

PROGRAM TIMING

Although registration opens at 11:30am, guests are welcome as early as 11:00am. We will start the program promptly at noon and aim to conclude by 1:00pm.

SPECIALTY MEALS

Please ask your guests if they have dietary requirements in advance of lunch! Vegetarian and vegan meals are available by reservation in advance of the luncheon. We will do our best to address any specific dietary requests. Please forward your guests' meal preferences to us at donnav@ryther.org.

DAY OF EVENT

Upon arrival, please see us at the registration desk to pick up your name tag. Your table captain packet with the day of event instructions will already be at your Table. Your guests' name tags can also be found at the main registration table. Please note that all name tags will feature assigned table numbers. Volunteer ushers will also be on hand to help you find your Table.

AFTER THE LUNCH

At the conclusion of the lunch, please thank your guests for their time and support! We will send out thank you postcards to all donors at the event's conclusion, which can be used for record-keeping purposes.

ADDITIONAL QUESTIONS?

We are here to help! If we didn't answer your question here, please reach Donna Verretto, Events and Stewardship Manager, at donnav@ryther.org or 206.492.4069. We look forward to hearing from you!



Mark Your Calendars!

It is never too early to begin inviting folks to join you for Ryther's Stronger Together Luncheon! The following timeline is an outline for asking, confirming, and registering your table guests. In the meantime, please know:

- Annual Luncheon Information is available on the Ryther Website (ryther.org)
- Our registration page is accepting Table Captains & guest information (ryther.org/luncheon-2022)
- Hard copy invitations are being mailed to Ryther supporters and past attendees
- Additional invitations are available to Table Captains for their guests by request

8/29/22 — INVITE YOUR FRIENDS, COLLEAGUES, AND FAMILY TO JOIN YOU!

Send emails, make phone calls, or send a letter inviting individuals to join you. Be sure to choose people you feel would be interested in learning more about and supporting Ryther. See pages 7-8 for sample messages. Don't forget to get the word out through your Facebook and other social media networks.

9/1/22 — 10/10/22

SEND IN YOUR CONFIRMED GUEST NAMES

Register your guests at:

Website: ryther.org/luncheon-2022

Email: events@ryther.org, or

Call: **206.492.4069**

10/3/22

CHECK IN WITH YOUR UNCONFIRMED GUESTS

Two weeks from the luncheon event is ideal for confirming your table guests. Email follow-ups allow you to track guests' responses and easily forward them to donna@ryther.org. You can also register a guest at any time at ryther.org/luncheon-2022.

10/10/22

GUEST NAMES DEADLINE!

Register your guests at:

Website: ryther.org/luncheon-2022

Email: events@ryther.org, or

Call: **206.492.4069**

If you submit guests' names after October 10th, please email them to events@ryther.org!

10/18/22

LAST CHANCE TO MAKE GUEST/SEATING CHANGES

For all changes that are requested any time after October 18, please call **206.492.4069** or see us at the registration table.

10/20/22

RYTHER'S ANNUAL LUNCHEON

The Luncheon is here! You and your guests will enjoy a delicious lunch, an inspirational program and make a difference in the lives of young people!

10/21/22

THANK YOUR GUESTS FOR THEIR SUPPORT

A formal thank you will be sent out to all donors the same day as the luncheon. In addition, a personal thank you from you to your guests is always welcome and appreciated.



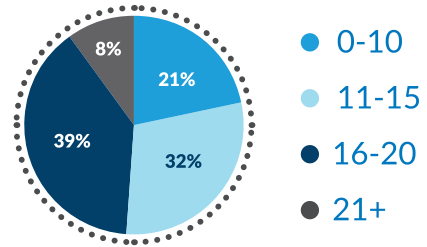
Your Impact - Ryther in 2021

YOUTH SERVED

2,888



AGES SERVED



RYTHER IMPACT THERAPY SESSIONS AND GROUPS

16,479

Therapy and
Counseling
Sessions

16

Therapy and
Counseling
Groups

4,445

ABA
Therapy
Hours

610

Aspiring
Youth
Groups

90%

OF PARENTS APPROVE OF
RYTHER SERVICES

85%

WOULD REFER A FRIEND
OR FAMILY MEMBER



Sample Invitation Message

Dear **<Name>**,

I am excited to host a table at Ryther's Annual Luncheon on Thursday, October 20th, 2022, at the Sheraton Grand Hotel. I believe in and support Ryther's work and hope you will join me at my table as my guest.

Ryther delivers exceptional therapeutic services to over 2500 young people struggling emotionally and behaviorally annually. More than just health services, each year, Ryther also provides \$1 million in uncompensated care. By supporting Ryther, you help ensure that more children will have the care they need — no matter a family's ability to pay.

<OPTIONAL: share your personal connection here>

The luncheon is a unique opportunity to learn about the difference Ryther makes in the lives of youth in need. They have a compelling program planned, including inspirational personal stories, an update about the impact of the mental health for youth in our community crisis, and more.

There is no cost to attend the luncheon. If you are as moved by Ryther as I am, you will be invited to make a gift to support their work during the event. I have included the event information below. All you need to do is reply to my email if you can attend — I'll take care of the registration for you. In the meantime, you can learn more at ryther.org.

I hope you can join me!

<Your Name>

Ryther's "Stronger Together" Luncheon: Thursday, October 20th, 2022

Registration: 11:00am | Program: 12:00-1:00pm

The Sheraton Grand Hotel

Metropolitan Ballroom

1400 6th Avenue

Seattle, WA 98101



Response Messages

YES! I will be your guest.

<If you or your guest uses Outlook or Gmail, consider sending them a luncheon calendar appointment>

I am so glad you will be able to join me. I am excited you will learn more about the great work Ryther does.

I have included the event information below for your calendar <OR> I have sent you an appointment for your calendar. I look forward to sending you a reminder with directions and parking information in the days leading up to the luncheon. In the meantime, please let me know if you have any dietary requirements for your lunch.

I am looking forward to lunching with you!

MAYBE. Can I get back to you?

Thanks so much for considering my invitation — I know how busy you are, and I appreciate you checking your schedule. I am excited about the possibility of you joining me — I think you would really enjoy the event.

I have included the event information below for reference and will circle back with you in a couple of weeks. If there is a time you would prefer I check back in with you, please let me know.

Look forward to talking soon!

NO. Sorry, I can't make it.

Thanks so much for considering. Hopefully, you can join me next year!

If you have a moment, I encourage you to visit ryther.org to learn about this organization's fantastic work in supporting young people. I think you will understand why I am a strong advocate of their good work.

If you are inspired by what you learn, please consider making a contribution to Ryther at ryther.org/give. Your tax-deductible gift would be put to great use providing therapy and programming to young people in need of mental and behavioral health support.

If you have any questions, please let me know. Thanks again, < name>!



Questions? We are here to help!

NEED SUPPORT?

We appreciate your hard work as a Table Captain and are here to help you along the way. If you have questions or need assistance, or would like some one-on-one help getting started, please reach out:

Donna Verretto, Stewardship and Events Manager | 206.492.4069 | donnav@ryther.org

HOW DO I SEND YOU MY GUEST INFO?

- » Register your guests at ryther.org/luncheon-2022 (for more info, see page 4)
 - » Email donnav@ryther.org
-

HOW DO I SEND CHANGES TO MY GUEST INFO?

- » Email Donna at: donnav@ryther.org
 - » Call Donna at: 206.492.4069
-

I AM INTERESTED IN VOLUNTEERING AT THE LUNCH!

- » Email Steffi at: steffi@ryther.org
 - » Call Steffi at: 206.454.9799
-

ARE SPONSORSHIPS AVAILABLE?

Yes. To discuss sponsorship opportunities, please reach Donna Verretto at 206.492.4069.

RYTHER CONTACT INFORMATION:

2400 NE 95th Street
Seattle, WA 98115

Phone: 206.525.2500
Website: ryther.org

Ryther is a 501c3 not-for-profit organization.
TAX ID# 91-0564983



@FollowRyther



@RytherVoice



@RytherVoice



@Ryther