



**Your Guide to Being a Table Captain / Table Host for
The 2024 Bike Everywhere Lunch
Tuesday, April 30, 2024 | 11:30 a.m. – 1 p.m.**

Thank you so much for being a table captain or sponsor for our lunch! We are excited to be gathering with hundreds of Washington community leaders, bicycle advocates, and bicycling enthusiasts in support of our work to build the cities, education opportunities, and trails that create a healthier, more equitable, and sustainable future.

Here's what you need to know!

Basic Details of the Day:

- This year's lunch will be held at the Sheraton Grand Seattle located at 1400 6th Avenue. Bicycle parking will be available.
- Check-in will start at **11:30 a.m.**, the lunch and program will start at 11:50 a.m. and we will conclude before 1:00 p.m.

Key Steps to Recruit your Table:

1) Make your list of invitees!

- Start now by making a list of invitees. Tables each have ten seats.

2) Send out your Invitations!

- See the invitation sample text at the end of this guide! Adapt it to your voice and what you appreciate about Cascade Bicycle Club. Feel free to create your own invitation text if you prefer.
- **When you registered as a Table Captain or Table Host** you may not have had all of your guests information. You may use the attached **Guest List Form** and simply email it back to us, or we can create an RSVP code for you that you can use to update your guest information or email to your guests so they can provide their own information.
- Attach the E-invitation (attached PDF document) to your email. This document should have been emailed to you along with this guide. All of the attached documents can also be found here: [Table Captain Guide](#)

3) Follow-up on your invitations!

- We will let you know if any of your guests have registered themselves.
- The deadline to register guests is Tuesday, April 16th.

4) And finally, the week of the event!

- Your guests will receive emails directly from us as the event gets closer if we have their contact information. Personal reminders from you are always terrific!
- Make sure your guests know that there will be an ask for support at the lunch.
- Think of ways to engage your table:
 - **Share your story** about why you care about Cascade. What does Cascade mean to you? What do you see as the future of our community?
 - **Thank your guests** for coming, for raising their paddle and for being a part of our very generous and thoughtful community!

Invitation Sample Text:

Hi <NAME>,

I am filling a table for the **2024 Bike Everywhere Lunch!** This annual event will take place on **Tuesday, April 30th at 11:30 a.m. at the Sheraton Grand Seattle!** I hope you can join me for this very special event benefiting Cascade Bicycle Club. Three reasons I love to support Cascade are:

- Cascade continues to be a strong advocacy voice for bicycling. They have pushed for more connected trails and communities.
- Our statewide education program teaches students across Washington the skills they need to bike safely in their communities.
- Cascade works in many ways to ensure bikes bridge communities: from literal bike bridges like the Palouse to Cascade Trail to the Pedaling Relief Project bridging the gap between food scarcity and pedal-powered food bank delivery.

To join me at my table, **use this RSVP code: (If you have a code put your group code here)**, [register for the event](#) directly and list me as your table captain, or just simply send me an email and let me know you'll be attending. Our goal is to raise \$200,000. Our ask for those who participate is to give at least \$150.

I'm looking forward to having lunch with you! If you have any questions, please let me know. I look forward to seeing you soon!

Cheers,

YOUR NAME

If you have any questions, please feel free to contact us at lunch@cascade.org or call us at 206-620-1255.