



# Celebration

DINNER  
& AUCTION

Benefiting Virginia Mason Medical Center  
Friday, August 11, 2023 • El Gaucho, Bellevue



## **Table Captain Toolkit**

Dear Table Captain,

Thank you for your willingness to help us make the August 11, Celebration Dinner & Auction a success by being a table captain. We appreciate you sharing your passion for Virginia Mason Franciscan Health and our vision of being the quality leader in health care. Being a table captain is an excellent way to share the work of Virginia Mason Franciscan Health and Virginia Mason Medical Center with your friends, colleagues and family. Our mission is to improve the health and the well-being of the patients we serve.

Below, you will find helpful information and tools, including a communication schedule, sample email wording for recruiting, and table captain FAQ's. If there is anything else you might need, please let us know by emailing [events@vmfh.org](mailto:events@vmfh.org). We are here to help you.

Your commitment to being a table captain is greatly appreciated!

### **Quick Facts**

**Event:** *Celebration Dinner & Auction*

**Date:** Friday, August 11, 2023

**Wine auction & reception:** 6pm–7:30pm at El Gaucho, Bellevue

**Live auction, dinner:** 7pm–9pm

**Attire:** Cocktail

**Silent auction:** Online, starting August 4 at 7AM and ending August 11 at 7:15pm

### **Your Role**

#### **Invite Others**

Consider your circles of friends, family, and colleagues and who our mission and work might inspire. Who are the people in your life who are drawn to important causes, and want to participate? We ask that you commit to filling a table. **This year, we do have tables sized for six, eight, and ten people.**

#### **Communication Schedule:**

<b>Communication Details</b>	<b>Date</b>
Invitation - email and print	6/19/2023
Beneficiary Showcase - email	6/30/2023
Co-Chair & MC Highlight - email	7/7/2023
Announcing the Menu - email	7/14/2023
Silent Auction Highlights - email	7/21/2023
Live Auction Preview - email	7/28/2023
Silent Auction Now Open & Last Chance to Buy Tickets - email	8/4/2023

**Email Template to Potential Guests:**

Dear \_\_\_\_\_,

As you may know, I'm a strong supporter of Virginia Mason Medical Center's mission to improve the health and well-being of the patients they serve. As part of my commitment, I am captaining a table at *Celebration Dinner & Auction*. The funds raised from this event will support workforce development at Virginia Mason Medical Center.

Virginia Mason's workforce development program is designed to enhance staff education and professional growth. With the funds raised from this event, we will be part of providing vital support for training, certification, retention, and recruitment efforts. This program will empower frontline staff, entry-level employees, and departments that need the support. Together, we can ensure the continued excellence of Virginia Mason Medical Center and its unwavering dedication to serving patients with the highest standard of care.

The event features a once in a lifetime evening of wonderful food, and live and silent auctions. This year the event will be hosted at El Gaucho, Bellevue on August 11, 2023 at 6PM.

Will you join me at my table?

I've attached an electronic invitation with further details. Please RSVP to me by July 28, 2023.

I hope you can join me!

Sincerely,

**Email Template to Recruit Other Table Captains:**

Dear \_\_\_\_\_,

Please join us at the *Celebration Dinner & Auction* benefiting Virginia Mason Medical Center. You are an integral part of the extraordinary care we deliver to our patients. This celebration will benefit workforce development at the hospital. I invite you to host or join a table. If you are unable to attend, please consider [making a donation](#) to support our efforts.

Thank you,

### **Email Template to send to previous guests:**

Thank you for your support of Virginia Mason Medical Center. I am working with the Virginia Mason Franciscan Health Foundation this year to increase awareness and participation in an upcoming event - *Celebration Dinner & Auction* on August 11 6pm at El Gaucho Bellevue. This event will benefit workforce development at the hospital.

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I've attached an electronic invitation with further details.

Thank you,

### **Inform Them About Our Work**

Our beneficiary for this year's event is investing in our people at Virginia Mason Medical Center. Investing in Our People equals investing in our community and delivering exceptional health care. Staffing challenges are at the top of the list of problems facing healthcare in the country right now. Virginia Mason Franciscan Health knows how important our staff is to the success of our patient care.

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### **Links:**

[Website](#)

[Event FAQs](#)

## **Table Captain FAQs:**

### **1. This is my first time being a table captain. Where do I start?**

It's easy! We have a variety of table sizes this year including tables of 6, 8, and 10. Aim to fill your table with ten people. Start by thinking about your colleagues, friends and family members who you believe care about transforming and offering excellent healthcare. We recommend reaching out to anyone you think might want to learn about and support Virginia Mason Medical Center's service, education and research efforts. If you need additional tables, that's great too!

If someone is unable to attend but would like to donate, you can ask them to [donate online](#) or mail to: Virginia Mason Franciscan Health Foundation, PO Box 1930, Seattle, WA 98111.

### **2. How much do tickets cost?**

Individual tickets cost \$300 for dinner and \$150 for the after party. We have a variety of table sizes and pricing is broken down below:

Individual Ticket: \$300

Table of Six: \$1,800

Table of Eight: \$2,400

Table of Ten: \$3,000

### **3. How do I invite guests?**

We have created multiple forms of the invitation so you can invite guests in the way that is most natural for you: face-to-face, over the phone, via email, mailed invitation, or social media.

- ❖ Invitation
- ❖ Sample email
- ❖ [Event landing page](#)

If you need printed invitations, please contact [events@vmfh.org](mailto:events@vmfh.org), and we can provide them.

### **4. Once I have my guests' names, where do I start?**

The easiest way is to register online through the registration link [here](#). If you don't have all your names yet, please register and pay for your table online and then you can email us your guest names as you receive them. See step-by-step instructions below. If you have a unique seating arrangement or unique registration situation please contact us directly! We are happy to set things up for you. [If guests are paying for their own seat at your table, please ask them to register and pay online.](#)

### **5. What if my guests would like to pay for their own seats?**

Guests can pay for their own seats at your table! Please let us know that you are one of our Table Captains so we can reserve a table for you. Then guests can purchase their tickets online and request to be seated with you. They can indicate their seating preference when they buy a ticket or you can let us know your list of guests and we will make sure to seat you all together.

### **6. What if I have a partially filled table?**

No problem! We hope that you'll be able to fill your table(s) but can work with you to accommodate whatever number of guests you have. If you anticipate having a partially filled table, please email [events@vmfh.org](mailto:events@vmfh.org) so we can arrange to fill any open seats.

**7. Will I need to send more details to my guests prior to the event?**

A few days prior to the event we encourage you to remind your table guests that the dinner is coming up and you're excited to see them there—but know that once your guests are registered, they'll get an email from the Foundation closer to the event date, with all the details they need.

## ***How to Buy a Table & Add Guest Names***

1. Go to [vmfh.org/celebration](http://vmfh.org/celebration)
2. Click the **Buy Now** button under "Tickets Available"
3. Enter a (1) next to your table selection. Don't forget to add the number of desired spots to our VIP After Party!
4. Add an optional donation amount. The donation button will turn green if you have added a donation to your order.
5. Click **Next**.
6. Once you have added a ticket or a donation, you will see a summary of your order to the right in a sidebar.
7. Enter in your information: First Name, Last Name, Mobile Phone, Email Address, and Mailing Address.
8. Next, if you know any of your guests, you can enter in their name, mobile phone, email address, and dietary restrictions. Mobile phone numbers are critical for this event so that attendees can bid on the silent and wine auction.
  - a. No need to make any edits to "Ticket Type."
9. If you don't know all of your guests yet, that's ok! You can add them later on (more instructions below).
10. To finalize the purchase of your table, click **next** and enter your credit card information.
11. Indicate that you are not a robot and then click the **pay button**.
12. **Success!** You will receive an email confirming your purchase and a text message welcoming you to the event. If you added any guest information, they will receive an email. They'll need to accept the invitation to bid on auction items before and during the event.

To Add Guest Names:

1. You received a confirmation email. It looks similar to this:



Thank you for your order!

ORDER DATE  
**May 26, 2022**

**Celebrating Team Med**  
August 12, 2022 6:00 - 11:00 pm

Hyatt Regency Lake Washington At Seattle's Southport, Lake Washington Boulevard  
North, Renton, WA, USA

TICKETS  
**Table of Ten** **\$2,000.00**

2. This email will include all details related to your order: number of tickets purchased, any donation amount, and who you have already assigned to seats at your table. There is a button at the bottom to add guest names.

### Manage your Attendees!

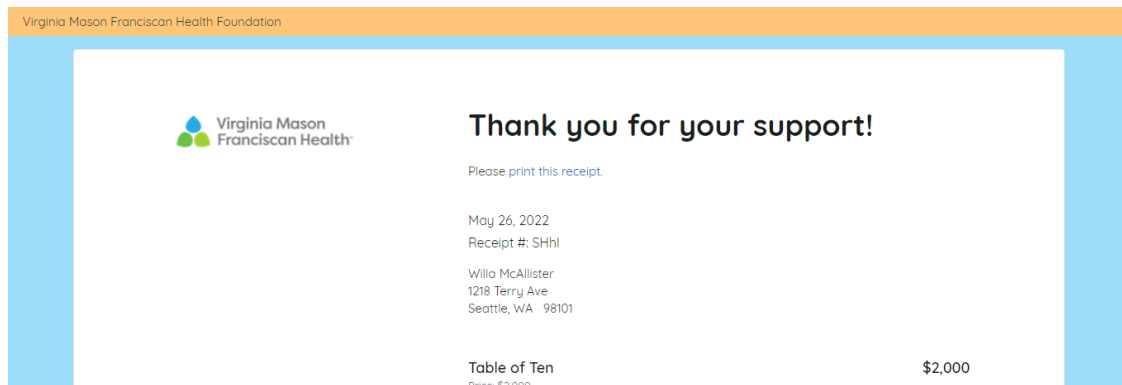
You can assign tickets or update attendees online. It makes check in quick and easy!

[Update Attendee Details](#)

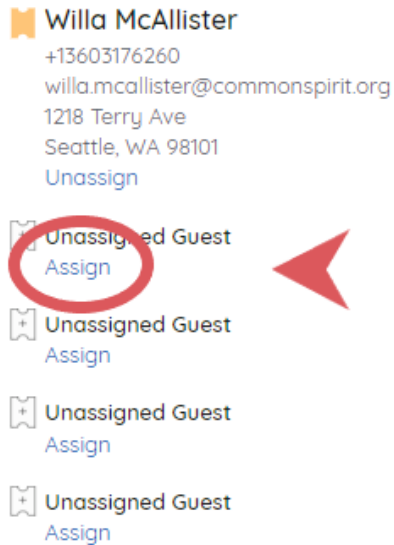


We appreciate your support!

3. This button will take you to a new page. It looks like this:



4. As you scroll down, you will see your guest and blank seats. You can assign and unassign seats.



5. Do this for each of your guests. They will receive an email and text message in confirmation (see above step 12 & 13).
  - a. If you do not see the option to assign the seat. You may need to sign in. The button to **sign in** is at the bottom of the screen. Most likely, you will need to reset your username and password. To do this you'll need to click the **reset password** button. They will text you a code.