



Welcome Table Captain!

Thank you for agreeing to serve as a table captain at Special Olympics Colorado's Hall of Fame Luncheon presented by Comfort Dental on Thursday, October 4, 2018. With your support, it is our goal to have more than 1,000 enthusiastic participants at the Luncheon. The money we raise at the Hall of Fame will help provide year-round sports training and competition for over 24,000 Coloradans with intellectual disabilities. As a Table Captain, your role is key to the success of this event as you are helping us INSPIRE and introduce individuals to our work to change the lives of our athletes. We are so grateful to you for your dedication and support!

This year it is our goal raise more than \$200,000, which will benefit the incredible athletes that Special Olympics Colorado serves. As a Table Captain, you can help us reach our goal by filling your table with eight generous guests, in addition to yourself and a Special Olympics athlete. It is our hope to INSPIRE your guests to help us reach our goal and ultimately be able to provide life-changing opportunities to even more incredible individuals.

The average contribution of past guests has been approximately \$150 per person. However, no gift is too small or too large! When inviting guests, make sure they are aware that Hall of Fame is a fundraising event and although there is no charge to attend, attendees will be invited to make a donation at the end of the event if they are inspired to do so.

Included in this packet is information needed to help you successfully fill your role as a Table Captain. You will also be emailed a spreadsheet that may be used to electronically submit your table guest list.

We look forward to having another successful event that we guarantee will inform, inspire and motivate all those who attend. Thank you so much for your support and leadership!

If you have any questions, please contact Alexandra Vander Pol at [avanderpol@specialolympicsco.org](mailto:avanderpol@specialolympicsco.org) or 720.359.3101. Thank you!

A handwritten signature in black ink, appearing to read 'Mindy Watrous', with a long horizontal flourish extending to the right.

**Mindy Watrous**  
President & CEO



# Special Olympics Colorado Hall of Fame

## Thursday, October 4, 2018

Hyatt Regency Denver  
650 15<sup>th</sup> Street, Denver, CO 80202  
Luncheon: 11:30 a.m. – 1:00 p.m.

## Table Captain Guide

### **RESPONSIBILITIES:**

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As a Table Captain you have four main responsibilities (outlined in more detail below):

- 1) Filling Your Table and Collecting Guest Contact Information (8 guests plus you!)**
- 2) Reminding Guests of the Event**
- 3) Manage Your Table at the Event**
- 4) Post-Event “Thank You” to Your Guests**

### **TIMELINE:**

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⊙ **Upon Agreeing to Serve as a Table Captain**

After agreeing to serve as a Table Captain, Alexandra Vander Pol or another staff member will connect with you to ensure you have all the information that you need in order to serve as a Table Captain.

⊙ **Approximately 12 Weeks Before:**

1. Send potential table guests the electronic Save the Date
2. Invite individuals you believe would be interested in learning more about Special Olympics Colorado and has the potential to make a contribution the day of the event.

⊙ **Approximately Eight Weeks Before:**

1. Invite your guests by telephone or in person. Follow-up with the electronic or paper invitation provided by SOCO.
2. As soon as someone accepts your invitation, email or mail them a personal confirmation/thank you note and send them a calendar invitation.
3. Email the spreadsheet of confirmed guests on the Guest List Form (see attached) to Alexandra Vander Pol **no later than September 21**. Please be sure to include the names and contact information of all attendees.
4. If some of your potential guests cannot attend, but would like to donate, we can provide pledge cards and return envelopes for your use (just ask us at any time); or if you prefer, you may bring those checks with you to the event and put them in your Table Captain packet. They may also donate online at: [SpecialOlympicsCO.org](http://SpecialOlympicsCO.org) (select “donate” at the top right corner of the webpage).



☉ **One week before (Thursday, September 27th):**

1. Call each of your guests to remind them about the luncheon and confirm time, location, parking, etc. Send a follow-up email that re-confirms the information below (sample email is included in this packet).
  - a. **Event Location:** Hyatt Regency Denver, 650 15<sup>th</sup> St, Denver, 80202
  - b. **Event Date and Time:** Thursday, October 4, 2018  
Luncheon: 11:30 a.m. – 1:00 p.m.
2. If any of your guests cannot attend, contact Alexandra Vander Pol at [AVanderPol@specialolympicsco.org](mailto:AVanderPol@specialolympicsco.org) or 720-359-3101 to let us know and so that we may try and refill the seat.

☉ **Day of Event (Thursday, October 4th):**

1. Arrive at least 30 minutes early to pick-up your name tag at the registration table and find your table. Upon arriving at your table, please locate the packet that is addressed to you, which contains envelopes (addressed to each of your attendees and stuffed with a pledge sheet) and pens.
2. Greet your guests as they arrive at your table and let the SOCO staff know of any last minute cancellations. Encourage everyone to take their seats upon arrival, as the program will begin shortly.
3. As people are seated, encourage dialogue about what your guests know and like about SOCO, if they have been involved before, etc.
4. Engage the athlete seated at your table in conversation and encourage them to speak with others at the table.
5. Near the end of the program, the speaker will let you know when to pass out the envelopes and pens from your packet. Please wait for these instructions before passing out the envelopes.
6. Fill out a pledge card yourself, and put it in the envelope and in your packet. Collect the other completed pledge cards at the end of the event and put them back in the envelope. Note: if you have already made your gift to SOCO, please complete a pledge anyway, just to model the action for your guests.
7. Return your packet to the volunteers standing at the door as you leave.

☉ **Post-Event:**

1. Thank you letters will be mailed to all attendees within five business days of the event.
2. Please personally write or call each of your guests and thank them for their attendance and support of Special Olympics Colorado.



## **\*\*Sample E-mail Invitation\*\***

**We encourage that you add a personal message into the one below to make it a more meaningful invitation.**

Good Morning \_\_\_\_\_,

I would like to invite you to be my guest at the Special Olympics Colorado (SOCO) Hall of Fame Luncheon, which will take place on Thursday, October 4th at the Hyatt Regency Denver. In addition to serving as one of Special Olympics Colorado's largest fundraisers of the year, Hall of Fame is truly an informative and inspirational event that will give you a deeper understanding of the work that SOCO is doing and the impact that they are making on the over 23,000 athletes with intellectual disabilities that they serve as well as the community at large.

The Luncheon will take place from 11:30 a.m. – 1:00 p.m. I would be honored to have you as my guest at this wonderful event so please let me know if you are able to attend!

## **\*\*Sample One Week Prior to Event E-mail\*\***

Good Morning \_\_\_\_\_,

Thank you so much for agreeing to attend Special Olympics Colorado's (SOCO) 2018 Hall of Fame Luncheon. At this year's event we will strive to convey how SOCO is creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability.

I wanted to send you a few details regarding next week's event, but please feel free to call or email me with any additional questions or concerns.

**Date:** Thursday, October 4th

**Location:** Hyatt Regency Denver, 650 15<sup>th</sup> Street, Denver, 80202

**Time:** 11:30 a.m. – 1:00 p.m.

If for any reason you are unable to make it please just let me know as soon as possible. Thank you again for agreeing to sit at my table! I am looking forward to seeing you next week!

Sincerely,



## Directions to Hyatt Regency Denver *650 15<sup>th</sup> Street Denver, Colorado 80202*

### **From Points West:**

Take I-70 East to I-25 South and exit at Colfax Avenue (Exit #210a). Take a left off the exit ramp, heading east to Welton Street. Turn left onto Welton Street. Proceed 3.5 blocks and turn left onto 15th Street. Make an immediate left into Hyatt Regency Denver's circle drive.

### **From Points East:**

Take I-70 West to I-25 South and exit at Colfax Avenue (Exit #210a). Take a left off the exit ramp, heading east to Welton Street. Turn left onto Welton Street. Proceed 3.5 blocks and turn left onto 15th Street. Make an immediate left into Hyatt Regency Denver's circle drive.

### **From Points North:**

Take I-25 South and exit at Colfax Avenue (Exit #210a). Take a left off the exit ramp, heading east to Welton Street. Turn left onto Welton Street. Proceed 3.5 blocks and turn left onto 15th Street. Make an immediate left into Hyatt Regency Denver's circle drive.

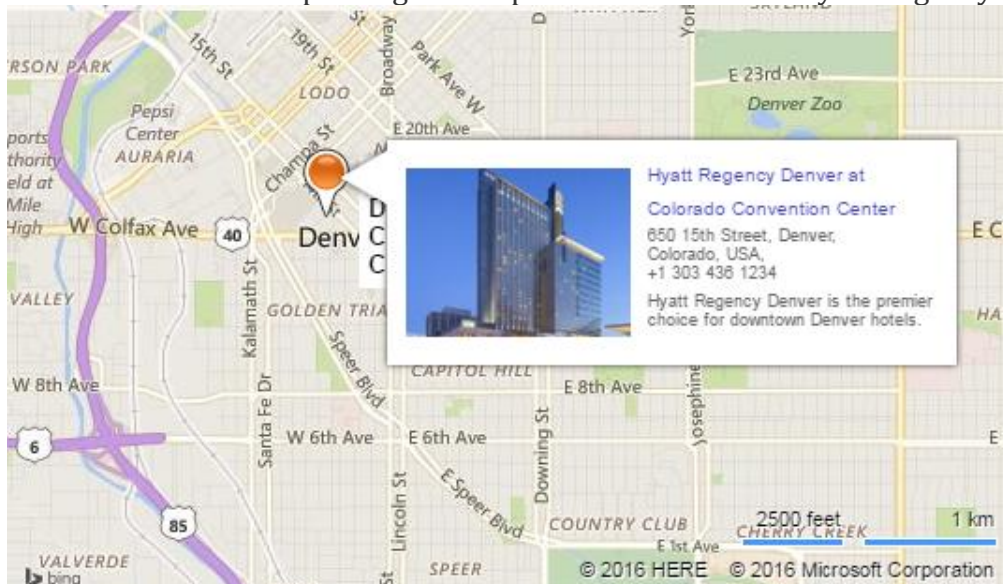
### **From Points South:**

Take I-25 North and exit at Colfax Avenue (Exit #210a). Take a right off the exit ramp, heading east to Welton Street. Turn left onto Welton Street. Proceed 3.5 blocks and turn left onto 15th Street. Make an immediate left into Hyatt Regency Denver's circle drive.

### **From Denver International Airport (approximately 26 miles, 30 minute drive):**

Take Pena Blvd to I-70 West. Take I-70 West to I-25 South; exit at Colfax Avenue (exit #210a) Take a left off the exit ramp, heading east to Welton Street. Turn left onto Welton Street. Proceed 3.5 blocks and turn left onto 15th Street. Make an immediate left into Hyatt Regency Denver's circle drive.

\*Discounted valet parking or self-park available at the Hyatt Regency



## Table Captain Guest List

Table Captain Name:

	First Name	Last Name	Company	E-mail Address
Table Captain				
SOCO Athlete				
Guest 1				
Guest 2				
Guest 3				
Guest 4				
Guest 5				
Guest 6				
Guest 7				
Guest 8				

Please e-mail, mail or fax guest list to Alexandra Vander Pol by September 21, 2018

[avanderpol@specialolympicsco.org](mailto:avanderpol@specialolympicsco.org) • 12450 E. Arapahoe Rd. Suite C • Centennial, CO 80112 • Fax: 303.592.1364 •



## **Special Olympics Colorado Contacts:**

Alexandra Vander Pol  
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