

Ignite the Future Gala

2025 Table Captain Toolkit

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Everything you need to know about being a Table Captain!

- [Step-by-step Checklist](#)
- [Table Captain Communication](#)
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Ignite the Future Spring Gala

- **Date:** Saturday, April 26, 2025
- **Venue:** Amazon Meeting Center
2031 7th Ave | Seattle, WA 98121
- **Time:** 5:00 - 9:00ish
- **Recommended Attire:** Spring Cocktail - spring colors, lighter fabrics, and florals are encouraged, but wear anything that makes you feel good!

Reference

- Gala Webpage: <https://www.igniteworldwide.org/ignite-the-future/>
 - Ticketing Page: <https://bit.ly/IgniteTheFuture2025>
 - Registration Guide: [Registration Instructions](#)
 - Know Before You Go Document: [Know Before You Go](#)
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Step-by-Step Checklist for Table Captains

- **Make contact**
 - List your past years' guests first and then others you want to invite – for best results, start with 35 invitees.
 - Look for potential guests from all areas of your life: work, school contacts, friends from your social circle, house of worship, sports team, parents of your children's friends ...

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- Decide how to contact your guests; for example, will you make a phone call followed by an (personalized) email, or invite when you see them in person, or send a text message? We suggest doing *as many modes of communication as possible*.
- **Create some competition**
 - Challenge a friend or previous guest to step up as a Table Captain and fill their own table!
 - Contact Katherine at katherine@ignite-worldwide.org to have a Table Captain packet sent on your behalf.
- **Communicate expectations**
 - Be clear about the purpose of this benefit for IGNITE Worldwide. Share the suggested donation level (\$250 or more).
 - If you invite someone and they *can't come*, you can invite them to make a donation to IGNITE and they can still support the mission.
- **Table of 8**
 - Tables accommodate 8 people. It's OK for you to fill more than 1 table! To avoid empty seats, recruit more than 8 guests – including yourself. Overflow guests will be seated at an adjacent table.
- **Finalization of guests**
 - Ensure your guests register themselves on the website by April 11, 2025. Aim to have your table filled and guests registered by then.
- **Pre-Gala reminders**
 - IGNITE Worldwide will send confirmation emails to registered guests. However, a quick reminder from you a few days before the event is always effective.
- **Day of Gala**
 - Welcome your guests and direct them to your table.
- **Post-Gala follow-up**

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- Personally thank your guests by calling or emailing them after the event. Guests will also receive a recap email from IGNITE Worldwide with a donation link.
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Table Captain Communications

Sample Invitation Letter or Email:

Subject Line: Join Me for the Ignite the Future Gala!

Dear [Name],

You Are Invited!

Please join me for IGNITE Worldwide's Annual Fundraising Gala. The 2025 Ignite the Future Gala will be held on Saturday, April 26, 2025, at Amazon's Meeting Center in Seattle, WA.

Event Details:

5:00 pm - 6:00 p.m.: Networking Hour

6:15 pm - 9:00ish pm: Dinner & Program

This is a special evening to support IGNITE Worldwide's mission to change gender equity in STEM by providing vital STEM pathways for girls and gender-diverse youth. The evening includes inspiring stories from IGNITE Students, dinner, drinks, and the opportunity to make a difference.

Purchase Tickets or a Table:

Visit <https://www.igniteworldwide.org/ignite-the-future/> for event details and to purchase your tickets or table.

If you're unable to attend, you can still support IGNITE by donating online at <https://onecau.se/igniteworldwide>.

Thank you for your support! Let me know if you have any questions or if you'd like to captain your own table.

Warmly,
[Your Name]

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Sample Reminder Email (1 Week Before Event):

Dear [Name],

I am looking forward to seeing you at IGNITE's Gala next Saturday, April 26th!

Check-In: Begins at 5:00 p.m.

Event Location: Amazon Meeting Center - 2031 7th Ave Seattle, WA 98121

If you need to cancel, please let me know as soon as possible. If you know someone who would like to attend in your place, feel free to let me know.

Looking forward to a wonderful evening together!

Warm regards,

[Your Name]

Seven Habits of Highly Effective Table Captains

1. **Ask more guests than you need!** We suggest inviting 35 people. You're looking for a total of 8 "yes" guests!
2. **Encourage guests to invite friends:** Ask, "Do you have a friend we can invite?"
3. **Set clear expectations:** Inform guests about the fundraising purpose and suggest a donation.
4. **Engage non-attendees:** Ask those who can't attend to donate online.
5. **Ensure registration:** Remind guests to register online by April 11, 2025.
6. **Send reminders:** Communicate with guests up until the day of the event.
7. **Last-minute changes:** Contact Katherine at katherine@ignite-worldwide.org for assistance with last-minute cancellations or adjustments.
8. **Promote matching gifts:** Encourage guests to bring their company's matching gift form.
9. **Personal touches:** Place thank-you notes or small gifts at your guests' seats.
10. **Prepare a designated table host:** Have someone assist with greeting and engaging guests if needed.

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11. **Personalize gratitude:** Write thank-you notes or make calls before and after the event.
 12. **Follow up with absentees:** Share event highlights and encourage online donations.
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The BIG Day

Spring Gala

Saturday, April 26, 2025

5:00 - 9:00ish pm PT

- **Welcome your guests:** Personally greet each guest at your table and ensure they feel comfortable.
 - **Engage during the program:** Assist guests with Raise the Paddle bids. Collect bid cards and envelopes at the end of the event.
 - **Thank your guests:** Follow up with a personal thank-you email or call after the event.
 - **Celebrate your impact:** Know that you've played a key role in supporting IGNITE Worldwide!
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Thank you for making the 2025 Ignite the Future Gala a success!