



Table Host Packet

On behalf of our staff and most importantly, the people we help, thank you for serving as a table host for our annual Changing Minds event. We appreciate your time and willingness to reach out to friends, family and colleagues to share our work and build a network of support. People are more likely to attend an event if asked by someone they know, so hosts like you are essential to our success!

We're excited to gather and support MultiCare Behavioral Health Network programs and services.

Join us, Tuesday, May 7, from 11am to 1 pm at the Grand Hyatt for a complimentary lunch and program.

This year, your compassion will benefit access critical behavioral health care, close to home.

There's no cost for guests to attend. However, since this is our only fundraising event for the year, guests will be asked to make a suggested minimum donation of \$150 during the program.

In this packet, you'll find the following materials to help you fill your table. Each table seats 10 guests:

- Event information
- Important dates
- Steps to building an invested table, which include suggested messaging for inviting friends and colleagues to join your table

If you have any questions, please contact events@multicare.org.

Thank you for your support and passion for this critical work.

Warm regards,

Elliot Stockstad
Executive Director
MultiCare Behavioral Health Foundation



Event Information

Seattle – May 7

When and where:

May 7, 2024

Grand Hyatt
721 Pine Street
Seattle, WA 98101

Registration and reception: 11am to noon.

Program: Noon to 1pm

Emcee: Angela Poe Russell

Parking: The Grand Hyatt is valet only and cost is \$18 for three hours. Self-park options are available across the street and behind the hotel for \$16.30 for three hours.

Event table: Tables seat 10 people.

Support our mission: We encourage you to invite your friends and colleagues who can't attend to consider making a gift to support MultiCare Behavioral Health Network's critical services and programs. Donations can be made [online](#).

Questions:

Kelly Werner
Executive Director of Special Events, MultiCare Foundations
events@multicare.org | 360-865-2469

multicare.org/changing-minds/



Important Dates

February to May

February:

- Send your prospective guests the Changing Minds **save the date** by email.

March:

- **Monday, March 4: Registration opens!!**
Have your guests register [online](#). Please have them indicate you as their table host in the “Table Host” drop-down box.
- Invitations mailed and emailed to table hosts and past guests.

March to April:

- The MultiCare Behavioral Health Foundation will send electronic reminders.
 - Two weeks prior to the event, guests will receive an email confirming attendance and sharing general event highlights.
 - One week prior to the event a more detailed “What to expect” will be emailed sharing parking details and other event logistics.
 - We also encourage you to forward the emails we send with a personal note, as this will serve as a more meaningful reminder.
- **Encourage people who can't attend to donate.** They can still show their support by making a [donation](#) to your table.
- **Please contact us if you can't fill a table.** We'll work with you to fill your table with unseated guests.
- **Registration deadline:** One weeks prior to event, **Tuesday, April 30.**

Table captain guest update:

- Starting Friday, April 5, table captains will receive weekly table guest updates.
- If you are missing any guests, you'll have time to connect with us to see if maybe they didn't register properly for your table, or they may need another reminder.
- Your final table guest list will be sent to you on Friday, May 3.

Day of event:

- As a valued board member, please join us in welcoming all luncheon guests! We ask that you share 10-15 minutes of your time to welcome guests and thank them for joining us. Pre-set timeslots will be available to reserve your greeting time.
- Please join us at the end and thank our guests as they leave.

Post event:

- Thank your guests for coming.
- Identify potential future table hosts from your guest list.
- Introduce guests wanting to learn more to Elliot Stockstad, Executive Director of the MultiCare Behavioral Health Foundation.



Table Hosting: Day of Event & Post-Event

Please arrive at 15 minutes prior to your volunteers greeting time. **There are no table packets to pick up as in the past**, everything you and your guests will need will be at your table prior to guest arrival.

Registration begins at 11am, where your guests will receive their nametag and table number.

- You and your guests will have time to mingle, meet staff and hear about MultiCare Behavioral Health Foundation's mission and the critical work we support.
- The program will begin at noon and end promptly by 1pm.
- Near the end of the program, there'll be an invitation for guests to donate by participating in a Fund-A-Need.
- Table hosts, please let your guests know in advance they can donate by raising their bid cards or use the donation envelope at their table. If they choose to raise their bid card, they will be recognized by their name or organization appearing on the large screens in the room.
- **You'll receive instructions from the emcee on when to distribute bid cards to your guests.** If your guests need to leave early, a QR code will be made available to make their donation or they may stop at the registration to check-out.
- Once the Fund-A-Need has ended, please gather all donation card and place back in the packet.
- Staff will come around at the end of the event to collect.

Post event:

- **Thank your guests for coming.** Contact your guests within two days after the event to share how much you appreciated them joining you.
- Identify potential future table hosts from your guest list
- **Create a lasting connection with the MultiCare Behavioral Health Foundation.** Encourage guests who seemed enthusiastic about the MultiCare Behavioral Health Network to tour a campus. Please [email](#) Elliot Stockstad, Executive Director of MultiCare Behavioral Health Foundation to arrange a visit.



Sample Communications

Sample Changing Minds email invitation:

Hello (Name),

As a board member of the MultiCare Behavioral Health Foundation, I am passionate about the need to provide access to behavioral health in our community. As you know, we are experiencing a mental health crisis. Puget Sound is seeing a record number of people suffering.

Donations to the MultiCare Behavioral Health Foundation are critical in helping to provide access behavioral health care, close to home, for everyone. I'm excited to support the cause at their upcoming Changing Minds event as a table host.

Join me on May 7 at the Grand Hyatt for lunch from 11am -1pm.

This event is free with a suggested minimum donation of \$150 or more. For more information and to register, please [click here](#). You'll see an option to select a table host from a drop-down menu and please select my name.

Thank you for investing in our communities.

Gratefully,

(Your Name)

P.S. If you're unable to attend, please consider supporting those served by the MultiCare Behavioral Health Network by [making a gift](#) that's meaningful to you.



Sample follow-up email:

Hello _____,

I hope you received my invitation to join me at this year's Changing Minds event, taking place on **May 7 at the Grand Hyatt from 11am -1pm.**

I would love to count you as a champion!

Please let me know if you'll be able to attend. You can [register online](#), and select my name from the "Table Host" drop-down menu.

Thank you for your consideration,
(Your Name)

P.S. If you're unable to attend, you can still support the MultiCare Behavioral Health Foundation by [making a gift](#) that's meaningful to you. Every contribution makes a difference!

Sample email to guests who can't attend:

Hello _____,

I'm sorry you won't be able to join me at this year's Changing Minds event.

I hope you'll consider [making a gift](#) that's meaningful to you, as every contribution makes a difference those in our community in need of behavioral health care.

Thank you for supporting critical behavioral health treatment programs and services in our communities.

Gratefully,
(Your Name)

Sample email reminder:

Hello _____,

I look forward to seeing you at Changing Minds on **May 7 at The Grand Hyatt from 11am -1pm.**

If you need more information, please call me at [your phone number] or you can contact events@multicare.org.

Thank you for participating in this important event,
(Your Name)