

# tinfa gala

*Forward Momentum*

OCTOBER  
SATURDAY | 01 | 06:00 PM  
2022  
PLYMOUTH CHURCH

## 2022 TABLE HOST PACKET



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# INTRODUCTION

Thank you so much for considering our request to be a 2022 TINFA Gala Table Host!

A table host is more than just someone who brings guests to the event. As a key partner of the TINFA team, you inspire and connect others who share our vision that all children should have access to education, technology, and the opportunity to pursue their dreams. With your support in building our community, we look forward to celebrating our accomplishments and surpassing our fundraising goals!

Included is a step-by-step guide on how to be an effective Table Host and detailed information about the event. Please do not hesitate to contact me with any questions!

Warmly,  
Emma Le Du  
*Executive Director*  
[emma@tinfa.org](mailto:emma@tinfa.org)

## EVENT INFO

**Date:** Saturday, October 1, 2022

**Time:** 6-9pm

**Location:** Plymouth Church  
1217 6th Ave, Seattle, WA 98101

**Parking:** Onsite

**Program:** Reception, Dinner,  
Speakers, Raise the Paddle

## OUR MISSION

TINFA EMPOWERS  
TEACHERS TO BRING  
21ST CENTURY SKILLS TO  
KIDS IN UNDERSERVED  
AREAS OF DEVELOPING  
COUNTRIES.



# STEP-BY-STEP TABLE HOST GUIDE

## STEP ONE

### BUY YOUR TABLE

Buy your tables seating 8-10 guests at [tinfa.org/events/gala2022](http://tinfa.org/events/gala2022) for \$300.



## STEP TWO

### BRAINSTORM YOUR GUEST LIST

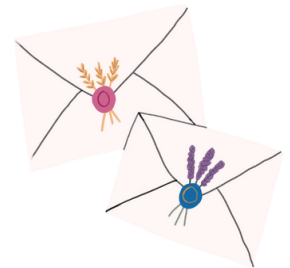
Think of everyone in your networks - friends, family, neighbors, co-workers, etc. Who do you want at your table? Would they donate to TINFA? You may need to invite 15-20 people to end up with a full table.



## STEP THREE

### SEND AN INVITATION

You can send an email using the following sample invitation as a guide. Don't have their email address? Call or text them!



## STEP FOUR

### FOLLOW UP OFTEN

Remind your invitees each week about the gala and start collecting those RSVPs!



## STEP FIVE

### CONFIRM YOUR GUEST LIST

Fill a table with 8-10 guests, including yourself. Send your guest list with full names and email addresses to the Table Host Captain, Mike Madden at [mikeminseattle@gmail.com](mailto:mikeminseattle@gmail.com) by 9/22.



## STEP SIX

### DAY OF EVENT

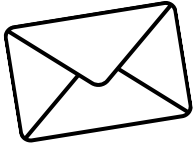
Have fun and encourage your guests to give generously! TINFA will be in touch with all guests to share final details and logistics before the event. We look forward to seeing you!



**If you have questions or need some help with your table:**

Mike Madden, Table Host Captain and Board Member: [mikeminseattle@gmail.com](mailto:mikeminseattle@gmail.com)

Emma Le Du, Executive Director: [emma@tinfa.org](mailto:emma@tinfa.org)



# SAMPLE EMAIL INVITATION TEMPLATE

Dear [Prospective Guest],

I would like to invite you to join me at my table at **the 2022 TINFA Gala on Saturday, October 1, 2022** at the Plymouth Church in Seattle. This is the main fundraiser for TINFA, a non-profit organization I've been [supporting/involved with] as a [donor/board member] for [#] years.

We at TINFA believe all children deserve to learn and take their education as far as they want. Founded in 2001, TINFA empowers teachers to bring 21st century skills to children in underserved areas of Latin America and works to motivate children to continue their education. Our program concentrates on grades 4-6 in the western regions of Guatemala where many children do not go beyond elementary school.

Our theme this year is Forward Momentum. With our event we want to honor the great progress and hard work of our partner schools, teachers, and students in their commitment to continue learning.

**When:** Saturday, October 1, 2022 6-9pm

**Where:** Plymouth Church

**What:** Reception, Dinner, Speakers, Raise the Paddle

To learn more about TINFA, visit their website at [tinfa.org](http://tinfa.org).

I hope you can join me, let me know if you have any questions!

- [Table Host]

# Frequently Asked Questions

## **What should I wear?**

Business Casual to Semi-Formal. Most people will be in business casual, but feel free to dress up!

## **What is Raise the Paddle?**

Also known as "fund a need," donors are asked to "raise your paddle" to give a specific donation amount to support TINFA. Giving levels will range from \$50 to \$5000 donations. There is no pressure to participate or publicly raise your paddle. The table hosts will have donation envelopes and volunteers will have credit card readers for your convenience.

## **How much are tables? Can you buy individual tickets?**

\$300 for a table of 8-10 guests, paid per table and not based on the number of guests. Individuals may also purchase tickets for \$40 each if they do not have a table host.

## **What kind of food and drinks will be served?**

We will serve Latin American fare from a local restaurant, wine, beer, and non-alcoholic beverages.

## **How many people will be attending the gala?**

We are expecting 150 guests, around 20 tables.

## **What if I can't fill my entire table?**

We can combine your table with another partially full table.

## **What if I have too many guests for my table?**

You can have more tables as long as we have available tickets.

## **What is your COVID policy?**

We will follow the venue's policies as well as King County and State guidelines. Specific guidelines will be sent along with logistics information the day before the event.