



ACLU of Washington Foundation Presents: ANNUAL BILL OF RIGHTS DINNER & AWARDS CELEBRATION

The ACLU of Washington's Bill of Rights Celebration Dinner is an annual event, drawing approximately **500 attendees** for a three-course meal and program featuring timely and civil liberties-related content, with a featured speaker and several awards given to community members. This year's featured speaker will be Oscar and Tony award nominee, **Kathleen Turner**. Ms. Turner will perform a portion of her critically acclaimed one-woman show, **Red Hot Patriot: The Kick-Ass Wit of Molly Ivins**.



Information for Table Captains

Thank you for agreeing to serve as a Table Captain for the ACLU of Washington's Annual Bill of Rights Dinner on November 9th, 2013. Table Captains are essential to the success of our event, serving as a bridge between our mission and the community. Here are some basic instructions for recruiting, registering and hosting your guests. **We look forward to celebrating with you!**

Tips for Recruiting Guests:

1. Identify Potential Guests

Brainstorm and make a list of **12-15 potential guests**. Consider friends, family, associates and colleagues who may be interested in supporting the ACLU of Washington. Remember that you'll probably need to invite more than 9 people to fill your table of 10, as not everyone will be able to attend. If all your guests say "yes," we can arrange for seats at another table. If you are unable to fill your table, we will fill it to make a table of 10.

2. Invite Your Guests!

Your guests may have questions about the organization and the event. Direct them to the ACLU of Washington's website (www.aclu-wa.org) for details about the event and ACLU of Washington's mission and current work. Your guests may be also interested to know why being an advocate for the ACLU is important to you. We have an electronic "Save-the-Date" invitation available for use as well as hard copy invitations. **Contact John Flodin at jflodin@aclu-wa.org for either.**

3. Communicate Expectations

Our Annual Dinner is a unique event for our members and supporters to come together celebrate our last year of work. This is not a fundraiser, but a celebration. With that said, we will accept gifts of all sizes at the event.

4. Make Reminder Calls/Emails

Plan on contacting your guests again via phone or e-mail a few days before the dinner to let them know you look forward to seeing them at the event. In order to make sure they enjoy the complimentary wine reception and have time to get seated and settled, be sure to ask them to arrive on time.

Instructions for Guest Registration:

◆ Submit Guest Lists (See below for Sample)

Table captains will be able to buy their tables for their guests beginning on **Monday, September 9th, 2013**. We ask that all table captains maintain their own guest list and submit them to the ACLU of Washington. In order for us to create name tags, accommodate meal requests, and appropriately thank your guests, we will need you to submit your final guest list to us no later than **Friday, October 11th, 2013**.

◆ Payment

If you are able to pay for your entire table, please do so. If this is not possible, please direct your guest to purchase tickets on our website using the following link (www.aclu-wa.org/billofrightsdinner). In the comments section, they should note that they are your guest.

SATURDAY
November 9th
2013

6pm to 9pm

WATERFRONT
MARRIOTT
2100
Alaskan Way
SEATTLE, WA



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ANNUAL BILL OF RIGHTS CELEBRATION DINNER

◆ Greet Guests

As the host of your table, we ask that table captains get to the Marriott Hotel by 5:00 pm and greet your guests as they arrive.

◆ Encourage Your Guests to Make a Donation

Although this is not a fundraiser, we accept donations at the event. About midway through the program, a speaker will invite all attendees to donate. Your role as to assist with the distribution of donation envelopes.

◆ After the Event Thank You's

ACLU of Washington will mail thank-you notes to you during the week following the event. However, you might want to express your own thanks to your guests with a note or a phone call. And, most especially, we thank you for contributing to the success of our Annual Dinner by serving as a Table Captain!

Event Details

What: ACLU of Washington Annual Bill of Rights Dinner & Awards Celebration

Who: Our Annual Dinner is an Awards Celebration gathering of over 500 members and supporters

When: Saturday, November 9th, 2013 from 6-9 PM

Where: Seattle Waterfront Marriott Hotel

Tickets: Includes entrance to the wine reception

\$100 – Member Rate

\$150 – Non Members Rate*

\$1000 - Table for 10

*If your guests are interested in becoming members, please encourage them to join! An annual membership can be acquired for as low as \$35. Membership information can be found on our website (www.aclu.org/secure/join-aclu-washington).

Questions? Contact John Flodin by phone at (206) 624-2184 or email at jflodin@aclu-wa.org.

Guest List Information:

Full Name: _____ Meal Choice: Chicken Fish Vegetarian

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