



VALLEY CHRISTIAN SCHOOL
SHAPING SERVANTS OF JESUS CHRIST



*For as the soil makes the sprout come up
and a garden causes seeds to grow,
so the Sovereign LORD will make righteousness
and praise spring up before all nations.*
Isaiah 61:11

Give, and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap. For with the measure you use, it will be measured to you. Luke 6:38

Dear 2012 Table Captain,

First of all, I want to thank you for making a commitment to help Valley Christian at this years' Spring of PROMiSE fundraising event by being a table captain. This years' event will be held at Valley Real Life- 1831 S Barker Rd, Friday, April 20th, 2012. I am so excited to be partnering with you to pull off an event so quickly that will benefit the school!

You will host a table of eight , be thinking and praying about who you can invite. I understand that it can be difficult to invite people to fundraising events, so here are some suggestions. Friends, family, grandparents, people from your small/care groups, pastors, parents that are home schooling, coworkers are all great choices and we will trust God to help us fill the room with people who care about private Christian education. We then will hope to inspire them to get involved at a capacity they feel comfortable with.

This is a great opportunity to showcase the amazing work the teachers, students, and administrators are doing. It is a time to celebrate, a time to rally for Valley Christian School.

Enclosed you will find a script that will help you when calling people to invite them to the Spring of PROMiSE event. After guests make a commitment to attend, there is a postcard you can send to each of them as a reminder . I have also enclosed a Final Guest List for you to list each of your guest's information. **All Table Captain Lists will need to be turned in by Friday, March 30th**, this will allow me enough time to print name tags and arrange tables.

And finally, if you need help or encouragement, I am here for you.

Kindest Regards,

Terri Antonson
Development Director



Phone Call Script

Hello, _____, I 'd like to invite you to join me at my table for Valley Christian School's Spring of PROMiSE event. This is a free one hour dessert extravaganza for the community to come and learn more about our organization. Yes, it is a fundraiser, too. You will be asked to consider making a contribution. There is no minimum and no maximum gift requested. Valley Christian School is hoping to inspire you. Please come and find out about the great programs that are impacting our youth and our community. Will you join me? Friday, April 20th, from 7:00 PM- 8:00 PM at Valley Real Life – 1831 S. Barker Rd.

Email Invite

Dear _____,

I chose to help Valley Christian School at their Spring of PROMiSE event by inviting my friends out for an evening of desserts. I would like you to be one of my guests at my table. This is a free one hour dessert extravaganza for the community to come and learn more about our organization. Yes, it is a fundraiser, too. You will be asked to consider making a contribution. There is no minimum and no maximum gift requested. Valley Christian School is hoping to inspire you. Please come and find out about the great programs that are impacting our youth and our community. Will you join me.?

*Friday, April 20th, 2012
from 7:00 PM- 8:00 PM
Valley Real Life – 1831 S. Barker Rd*



Table Captain Responsibilities

Pre-Event

1. *Think and pray about who you can invite. Call or email possible guests. (6-8 weeks out)*
2. *As soon as guests confirm, send them the save the date postcard.*
3. *Email, fax, or mail final guest list by Friday, March 30th, to Terri Antonson
tantonson@valleychristianschool.org | Fax: 509-924-2971 | 509-924-9131*

The week before the event:

Please call each of your guests to reconfirm their attendance. Go over the details: date, time, and location. Since the event will be brief, please emphasize that we will start and end on time. Be sure they allow enough time to park and get to the room.

The evening of the event:

1. *Please plan to arrive no later than 6:30 PM. (30 minutes before official start time).*
2. *Come to name tag table to pick up your name tag and learn what table number you and your guests will be seated at.*
3. *Go into ballroom to locate your table. Your table number will be on your nametag.*
4. *Greet your guests as they arrive.*
5. *Enjoy the program!!*
6. *Near the end of the program, Greg Bogart will let you know when to pass out the pledge cards and envelopes. Remember to wait for these instructions. Please set an example for your guests by filling out your own pledge card at that time.*
7. *At the end of the event, be sure to collect the completed pledge cards and envelopes and place them in the packet envelope.*
8. *Sign in and return your packet to Connie Hemmer, she will be up front by the podium.*

ENJOY THE EVENT, AND THANK YOU AGAIN FOR MAKING IT POSSIBLE FOR VALLEY CHRISTIAN SCHOOL TO EXPAND OUR WORK IN THE COMMUNITY AND EFFECT CHANGE IN A POSITIVE WAY.



Dear Amazing Table Captain,

Thank you for completing the final guest list with information about your guests. We look forward to sharing our Spring of PROMiSE event with your guests. Please have your list finalized and returned to Terri Antonson via email, fax or mail by **Friday March 30th..**

Final Guest List

	Name	Email	Phone number	Address	City	State	Zip
TC							
G1							
G2							
G3							
G4							
G5							
G6							
G7							

EMAIL: TANTONSON@VALLEYCHRISTIANSCHOOL.ORG

10212 E 9TH AVENUE | SPOKANE VALLEY, WA 99206 | PHONE: 509.924.9131 | FAX: 509.924.2971