



A CELEBRATION OF OUR CORE VALUES

Saturday, May 18, 2024

Campion Hall, Seattle University

4:30pm – 8:30pm

4:30 pm – MASS – Campion Ecumenical Chapel

5:15 pm – SOCIAL HOUR – Campion Ballroom

6:00 pm – DINNER – Campion Ballroom

Table Host Information

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General Information

What is the Jesuit Volunteer Corps Northwest Benefit?

The annual dinner is JVC Northwest's largest gathering and fundraiser of the year. Each year, friends and supporters of JVC Northwest come together to celebrate the service of our volunteers and raise funds for our future sustainability all in celebration of our four core values - community, social & ecological justice, simple living, and spirituality & reflection.

What is my role as a Table Host for this event?

As a Table Host, you will help JVC Northwest by inviting your family, friends and colleagues to join you in attending and supporting JVC Northwest at the Benefit Dinner. Your goal is to reach out to those willing and happy to give generously to our cause. Each table seats eight and we encourage you to do your best to fill each seat!

Where is the event held?

The event will be held at Seattle University's Campion Hall
914 East Jefferson Street, Seattle, WA 98122

Event Details:

4:30 pm – MASS – Campion Ecumenical Chapel

5:15 pm – SOCIAL HOUR – Campion Ballroom

6:00 pm – DINNER – Campion Ballroom

What does it cost to attend?

Table hosts may opt to sponsor a table by purchasing eight tickets, or commit to ensuring that each guest purchases their ticket. Consider being a Core Supporter at the \$125 ticket level - each ticket at this level comes with one raffle ticket. A full Core Supporter Table is \$1,000. Our standard ticket price is \$95 per ticket, and a full Standard Table cost is \$760.

Where do my guests purchase tickets?

Tickets can be purchased online at jvcnorthwest.org/benefit-dinner-2024/

What can guests look forward to at the event?

Fellowship with the incredible JVC Northwest Community! Plated dinner with non-vegan, vegan, and gluten-free options

Program Includes: Fr. Jack Morris, S.J. Memorial Award, Magis Award, Reflection from current Jesuit Volunteer, a JV EnCorps Member and More!

Step-by-Step Checklist - Before the Event

Make contact

If you have been a table host before, list your past years' guests first and then others you want to invite. Decide how to contact your guests; for example, will you make a phone call followed promptly by a letter, or send an e-mail trailed by a phone call?

Create some competition

Challenge your best friend or a previous table guest to step up to host and fill a table! Contact Kelly Hickman at khickman@jvcnorthwest.org to have a Table Host packet sent on your behalf.

Ask guests to purchase tickets online

The sooner your guests purchase tickets, the better. Please encourage your guests to purchase their tickets by May 5.

Encourage your guests to invite their friends

Ask, "Do you know someone who would value learning about JVC Northwest's mission?"

Ask those who can't attend to donate online

Direct those who cannot make it to donate online at jvcnorthwest.org/benefit-dinner-2024/ in lieu of attendance. All donations help us reach our goal of \$150,000!

Invite someone to help you host

It's a great idea to have someone prepared to assist you at the event. They can help engage a new or nervous guest and welcome table guests if you have to attend to some last-minute needs.

Communicate expectations

This is a fundraiser for JVC Northwest. Don't hesitate to share the dollar level at which you would like your guests to contribute. Be clear – guests should not be surprised by requests for donations. Our goal is to raise \$150,000 this year.

Finalize guests

Encourage your guests to purchase their tickets online at jvcnorthwest.org/benefit-dinner-2024/ by May 5. There will undoubtedly be changes in the week before the event but aim to have your table filled and your guests registered by that date.

Tables accommodate 8 people. To avoid having empty seats, we suggest that you recruit more than 8 guests – including yourself! We will seat any overflow guests at an adjacent table. If you have fewer than 8 guests (including yourself), we can add one to two independent guests to your table.

Keep reminding your guests

Even up until the morning of the event! We are counting on their participation!

Step-by-Step Checklist - During the Event

Last minute cancellation?

Don't worry: simply let us know at check-in and we can often fill that empty seat. For changes, just email events@jvcnorthwest.org.

Offer a Warm Touch

Do you want to personalize your table? Some table hosts include place cards, thank you notes, or treats like chocolates at their table.

Connect with everyone personally

Be sure to personally welcome your guests before the program gets going and direct them to your table. Are there people sitting together who don't know each other? Provide a warm introduction to ignite the conversation.

Enjoy yourself!

Thank you so much for your efforts! We hope that you spend the evening connecting and re-connecting with those around you, enthusiastically supporting our mission, and celebrating our core values.

Step-by-Step Checklist - After the Event

Guests didn't show up?

Express your apologies that they could not attend the event, let them know what a success it was, share the stories you heard, and ask them to make a donation online.

Personally thank your guests

JVC Northwest will send thank you emails, but a personal thank you from you will be meaningful. Make thank you calls, or send thank you notes in the week after the event.

**Thank you for being a part of the movement
for a sustainable and equitable Northwest.**

Sample Invitation - Letter or Email

Dear [insert name],

You Are Invited!

Please join me for JVC Northwest's Annual Benefit taking place on Saturday, May 18, 2024 from 4:30pm to 8:30pm at Seattle University's Campion Hall. Optional liturgy begins at 4:30pm in the Campion Ecumenical Chapel with the social hour and dinner following at 5:15pm in the Campion Ballroom.

[Share here why you support JVC Northwest. You can talk about your service year or other connection and what it means to support the work JVC Northwest does]

For those of you who have joined us in the past, welcome back! For those coming for the first time, you are in for quite a treat. This year's event will honor our Fr. Jack Morris award winner in addition to our Magis Award winner. It will be a special night honoring JVC Northwest's important work and mission.

I truly hope you can attend this incredible event, though please let me know either way so that I know whether to fill your seat with someone else. **Tickets can be purchased using a link you may find here:**

<https://jvcnorthwest.org/benefit-dinner-2024/>

Thanks in advance for your support of JVC Northwest!

Sincerely,
(Your name)

P.S. If you can't attend, you can still support JVC Northwest by donating online using the link above.

Sample Responses for Potential Guests

If your Guest Can Attend

I'm so glad that you'll be able to join us! The event will be a great opportunity to connect with current and former volunteers and supporters and hear the latest on what JVC Northwest has been up to. If you haven't done so already, please purchase your ticket(s) at <https://jvcnorthwest.org/benefit-dinner-2024/>.

If your Guest has a scheduling Conflict

I'm sorry to hear that! This year's dinner is so important to meeting the growing need of funding for JVC Northwest. I would really appreciate you donating in lieu of attendance [here](#). I will keep you in mind to join my table next year. Thank you!

Sample Email Text for Confirmed Guests

Thank you so much for being part of my table at JVC Northwest's Annual Benefit Dinner.

Here are some details: The event takes place Saturday, May 18, 2024 at Seattle University's Champion Hall. The Liturgy will begin at 4:30pm, followed by the social, dinner, and program at 5:15pm.

If things come up and you are unable to make the dinner, please give me a call as soon as possible – and do let me know if you know of someone who would like to come in your place.