



# JVC Northwest Benefit Dinner

## Stitching Together a Celebration of JVC Northwest

Saturday, March 29, 2024

Campion Hall, Seattle University

4:00pm – 8:30pm

*4:00 pm – MASS – Campion Ecumenical Chapel*

*5:00 pm – SOCIAL HOUR – Campion Ballroom*

*6:00 pm – DINNER – Campion Ballroom*

## Table Host Information

**Table of Contents**

General Information

Step-by-Step Checklists

# General Information

## **What is the Jesuit Volunteer Corps Northwest Benefit Dinner?**

The annual Benefit dinner is JVC Northwest's largest gathering and fundraiser of the year. We invite people in the JVC Northwest community, friends, family, and supporters of JVC Northwest to come together in person to celebrate the service of our volunteers, partner agencies, and raise critical funds for our future sustainability. The Benefit Dinner is designed to be a place where guests are invited and called to feel generous.

## **What are the expectations in my role as a Table Host for this event?**

Be warm, be hospitable, be you! Table hosts are essential volunteers who help JVC Northwest by inviting people to attend and support JVC Northwest at our Benefit Dinner at Seattle University. We count on you to fill a table of eight: you plus seven guests. These can be friends, family members, church members, or co-workers. Think about if there is anyone who would be interested in getting to know JVC Northwest and our mission and wants to experience the community. Perhaps there is a young adult you know who may be interested in becoming a Jesuit Volunteer in the future. Since this is a fundraiser, invite people who will feel compelled to be generous.

Direct them to our FAQs on the website at: <https://jvcnorthwest.org/benefit/>. Table Hosts are points of contact for guests and during the event are a bridge to further connect guests who may or may not know each other. And of course, enjoy the event yourself! Thank you for taking on this important and essential role!

## **Where is the event held?**

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

## **Event Details:**

4:00 pm – MASS – Champion Ecumenical Chapel (Optional)

5:00 pm – SOCIAL HOUR – Champion Ballroom

6:00 pm – DINNER – Champion Ballroom

# General Information

## What does it cost to attend?

Our Standard ticket price is \$95 per ticket, and a full Standard Table cost is \$760. Consider being a Core Supporter at the \$125 ticket level - each ticket at this level comes with one raffle ticket. A Core Supporter Table costs \$1,000.

## Where do my guests register and purchase tickets?

This year, everyone will need to register. There are two options for registering:

- If guests are purchasing their own ticket, they will register as part of the purchasing process. [Click here for the link.](#)
- If you (the Table Host) are purchasing their ticket, then there will be a separate registration link for them to fill out. [Click here for the link.](#)

Only the link to purchase is on [our website here](#). If you are purchasing for your guests, please personally pass along [this link](#). Registration is also where people can let us know of any accommodations they need met, like dietary restrictions.

Make sure as a Table Host that you communicate efficiently with your guests about registering.

## What can guests look forward to at the event?

Be prepared to be in fellowship with the incredible JVC Northwest Community! There will be a plated dinner with non-vegan, vegan, and gluten-free options. Guests will be able to list dietary restrictions when they register. There will be many opportunities to lean into giving generously, where funds will go directly to supporting our volunteers and communities. Program Includes: Fr. Jack Morris, S.J. Memorial Award, Magis Award, reflections from current Jesuit Volunteer, a JV EnCorps Member and more! It will truly be a wonderful evening of celebrating the patchwork of stories that make up JVC Northwest, past, present, and future.

# 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. This is a fundraising event that is crucial to funding our program, so we encourage inviting people who will feel compelled to be generous. Decide how to contact your guests; for example, will you make a phone call, a letter, an email, or will you see them in person? Connect with people through storytelling. How did you get involved with JVC Northwest and what inspires you? Then invite them to join you in supporting the organization.

## **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](mailto:khickman@jvcnorthwest.org) to have a Table Host packet sent on your behalf.

## **Direct guests to register or purchase tickets online**

The sooner, the better! Tickets will go on sale January 31. Please encourage them to purchase their tickets and register by March 16: <https://jvcnorthwest.org/benefit>. Send them to the website and the FAQ section if they have any questions. Did you buy their ticket? [Have them register here.](#)

## **Encourage your guests to invite their friends**

Ask, "Do you know someone who would value learning about JVC Northwest's mission?" The more the merrier!

## **Ask those who can't attend to donate online**

Direct those who cannot make it to donate online at <https://jvcnorthwest.org/benefit> in lieu of attendance. All donations help us reach our goal of \$175,000! Each contribution is valued.

## **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 must attend to last-minute needs

## **Communicate expectations**

While this is a fun and social gathering, the main purpose of the event is a fundraiser for JVC Northwest. If you purchase your guests' tickets, suggest making a donation at ticket price. Make sure to be clear that this is a fundraiser; guests should not be surprised by requests for donations. Our goal is to raise \$175,000 this year.

## **Finalize guests**

Encourage your guests to purchase their tickets online at <https://jvcnorthwest.org/benefit> by March 16. 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! Communicate your plans with your guests so they know where to find you, how to meet up, if you are attending the optional mass, etc.

## 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 Kelly Hickman ([khickman@jvcnorthwest.org](mailto:khickman@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. Find similar interests, connections, etc.

### 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 Dinner taking place on Saturday, March 29, 2025 from 4:00pm to 8:30pm at Seattle University's Campion Hall. Optional liturgy begins at 4:00pm in the Campion Ecumenical Chapel with the social hour and dinner following at 5:00pm in the Campion Ballroom. Our Benefit Dinner is a space to celebrate the vibrant patchwork of the JVC Northwest community: volunteers, partner agencies, family and friends. Together, we will raise critical funds that support our movement and mission—funds that will strengthen our partnerships and empower volunteers as they serve local communities.

*[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 all the threads that make up the quilt of 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 we need to fill your seat. If you can't attend, you can still support JVC Northwest by donating online using the link below. Tickets can be purchased using a link you may find here:

<https://jvcnorthwest.org/benefit/>

Bring your good spirit and generosity, and we look forward to seeing you! Thanks in advance for your support of JVC Northwest!

Sincerely, (Your name)

# 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 and where the program is headed. If you haven't done so already, please purchase your ticket(s) at <https://jvcnorthwest.org/benefit>.

## **If your Guest has a scheduling Conflict**

I'm sorry to hear that, we will miss being with you! This year's dinner is so important to meeting the growing need of funding for JVC Northwest. There is a way to donate online even though you won't be able to attend. 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. I am looking forward to being with you at this event to help raise critical funds for the organization and Northwest.

Here are some details: The event takes place Saturday March 29, 2025 at Seattle University's Champion Hall. The Mass will begin at 4:00pm, followed by the social, dinner, and program at 5:00pm.

Reach out if you think of someone who would enjoy this event or would feel called to be generous. If your plans change and are unable to make the dinner, please let me know as soon as possible.