

## **Seattle PlayGarden Table Captain Welcome Letter**

Thank you for partnering with the Seattle PlayGarden as a Table Captain for our 2026 Play + Grow + Lead Luncheon! Your role as Table Captain is vital to our fundraising efforts, and we so appreciate your commitment to introducing the PlayGarden to your network!

The Play + Grow + Lead Luncheon will be held at the Four Seasons Hotel Seattle on **May 4th, 2026 from 12PM – 1PM**. Doors will open at 11:30AM with the program and a complimentary lunch beginning at 12PM.

### **Table Captain Responsibilities:**

1. As a Table Captain, we are asking you to fill a table of 10-11 (yourself and guests). If you exceed 11 guests, we are happy to add additional tables to your name. The luncheon is our biggest fundraising event and we aim to raise \$200,000. To meet this goal, we have a suggested goal of at least \$4,000 per table or a minimum of \$400 per guest.
2. The program and lunch will begin at 12PM. Doors will open at 11:30AM. On the day of the event, we ask that Table Captains be available to meet their guests at the welcome table by 11:30AM, where nametags and table assignments will be given.
3. At the end of the program, Table Captains will be prompted to direct guests to donate via QR code or pass out donation envelopes, collect the envelopes at the close of the donation time, and return the entire packet to Kate Chen, our Office Manager, at the welcome table on your way out.
4. If your invited guests cannot attend, you can (politely!) still send them the link to donate. If they RSVP yes but cancel last-minute, please follow up with them and encourage a donation (in this case we are still paying for their meal and a donation at least to cover that cost is needed). If someone forgets to donate at the event, please follow up with them afterwards (we will let you know if anyone hasn't donated). People know this is a fundraiser for a great cause, so it's okay to ask them for money! :)

### **Invitation and Registration Tools:**

1. From Feb. 15th to April 27th (seven days before the Luncheon), guests can register online for the Luncheon at our homepage [www.seattleplaygarden.org](http://www.seattleplaygarden.org) and can request to be seated at your table.
2. We will provide the Luncheon invitation that you can forward onto your invite list with a link to the online registration. Most of our Luncheon guests will register from the email invite. A sample email message is below for your reference.

**Sample Email Message to Invitees:**

Hello *(invitee name)*,

I am passionate about the Seattle PlayGarden - a nonprofit organization in South-Central Seattle (not affiliated with Seattle Children's Hospital), serving youth with disabilities and the general public. *(Insert sentence on how you are connected with the PlayGarden).*

I am thrilled to be hosting a table at their annual "Play + Grow + Lead Luncheon" at the Four Seasons Hotel Seattle on May 4 and would love for you to be my guest! This complimentary event will give you a chance to hear about the PlayGarden and make a donation to ensure all kids can access the programs, regardless of ability to pay. You can read more about the PlayGarden at [www.seattleplaygarden.org](http://www.seattleplaygarden.org) *(Different highlights about the PlayGarden are listed in the next section for you to pick and choose from depending on the invitee).*

The Luncheon invitation along with an online registration link is below, where you can request to sit at my table. I hope you can join me on May 4!

*(Your Name)*

**Additional information about the event and the PlayGarden:**

1. The Play + Grow + Learn Luncheon is a complimentary event at the Four Seasons Hotel Seattle. Over 300 guests will join us to hear from youth and parents with disabilities about how the PlayGarden has impacted their lives and how they are working to obtain full participation for people with disabilities in all programs and facilities.
2. The PlayGarden is Seattle's only fully accommodating public park with inclusive programs for youth with disabilities. The PlayGarden serves over 10,000 visitors and program participants a year. People with disabilities are represented in all levels of the organization, including program participants (50% of preschoolers have a disability, 75% of campers have a disability), staff (40-45% have a disability), and board (50% have a disability or are a parent of a child with a disability).
3. No family is turned away due to lack of financial resources: 45% of campers receive financial assistance and 33% of preschool families receive financial assistance.
4. The PlayGarden is a garden and adventure-themed park open to the public. The design intent is reflective in our name – first and foremost we are a PLAY garden, not a display garden. Hands on exploration is encouraged!
5. Partnerships include Seattle Adaptive Sports, Outdoors for All, Seattle Children's Theater and many other local organizations.
6. All PlayGarden programs are inclusive and multi-age, maximizing the opportunity for children with disabilities to participate alongside typically developing siblings and peers. PlayGarden programs are designed and staffed by experts in special education and include: Nature/Play-based preschool, summer camps, Free Play, Youth Leadership,

workshops and training for youth service providers and Supported Employment for young adults with disabilities.

**Communication and Support for Table Captains:**

1. Kate Chen and Liz Bullard are available to support you as a Table Captain! Please feel free to contact Kate at 206-325-5576 or [kate@seattleplaygarden.org](mailto:kate@seattleplaygarden.org) or Liz at 206-227-5458 or [liz@seattleplaygarden.org](mailto:liz@seattleplaygarden.org)
2. Although most Luncheon guests will respond to an email invitation, we will have hard copy Luncheon invitations and RSVP cards available in the PlayGarden office. We will notify you when these invitations are ready. Please contact Kate or Liz to request these hard copy invites.
3. As a Table Captain, you will be informed throughout the registration period Feb. 15th-April 27th of guests who have registered to your table. Regular emails updating new guests as well as a total guest list will be distributed.

Thank you!

We are excited to partner with you for the 2026 Play + Grow + Lead Luncheon. THANK YOU for making such a significant contribution to families of children and youth with disabilities in our community!!