

## **SCHOLARSHIP PROGRAM GALA & AUCTION 2023**

Saturday, November 18, 2023

Hosted by the Cowlitz Indian Tribe at ilani

### **Your Guide to Being a Table Captain for the Washington Indian Gaming Association Scholarship Program Gala & Auction Saturday, November 18, 2023 | 5 - 9 PM**

Thank you so much for being a table captain for our annual Scholarship Program Gala & Auction! We are excited to again be gathering for this fun and meaningful event featuring silent and live auctions, an amazing dinner and more! Here's what you need to know.

#### **Details of the Evening:**

- The Gala & Auction is hosted by the Cowlitz Indian Tribe at ilani Casino Resort  
1 Cowlitz Way | Ridgefield, WA 98642
- The doors for the event will open at 5:00 pm
- Hotel accommodations are available at ilani using code: WIGAGala2023. Additional hotel information can be found on the [Event Website](#) along with many other tools to assist you.

#### **Key Steps to Recruit Your Table:**

##### **1) Make your list of invitees**

- Start now by making a list of possible guests. Tables each have ten seats so identify at least nine people in addition to you. You can purchase more than one table.

##### **2) Send out your Invitations**

- See the invitation sample text at the end of this guide. Adapt it to your voice and what you appreciate about WIGA and the WIGA Scholarship Program. Feel free to create your own invitation text if you prefer.
- Attach the E-invitation (attached PDF document) to your email. This document should have been emailed to you along with this guide. All of the attached documents can also be found here: [Table Captain Guide](#)

### 3) Collect your guest data

The more information we receive ahead of the event the better your guests' experience will be during check-in. There are three ways to tell us who will be sitting at your table:

- The guest list form, which is part of this packet, can be filled out and emailed directly to us at [admin@washingtongaming.org](mailto:admin@washingtongaming.org).
- If you purchased your table online you will have received a code which will allow you to access your registration to add your guest information directly to the online form.
- A custom link can be created for you to email your guests so they can enter their own guest RSVP information. RSVP links will only be generated by request.

### 4) And finally, the week of the event!

- Your guests will receive emails directly from us as the event gets closer, personal reminders from you are always terrific!
- Make sure your guests know that there will be an ask for support at the event as well as a silent and live auction.
- Think of ways to engage your table:
  - **Share your story** - continue to share your passion for the organization and its mission.
  - **Thank your guests** for coming, for raising their paddle and for being a part of our very generous and thoughtful community!

## Invitation Sample Text:

Hi <NAME>,

I am serving as a table captain for the **Washington Indian Gaming Commission Scholarship Program Gala & Auction!** This annual event will take place on **Saturday, November 18<sup>th</sup> at 5pm at ilani Casino Resort**. I hope you can join me for this very special event in support of scholarships to Native American and Alaska Native students.

This fun and meaningful event will feature silent and live auctions, an amazing dinner and more! To be my guest and join me at my table just let me know you will attend, and I can ensure you have a seat reserved. For more information on the event and to access hotel reservation information you can visit the [Event Website](#).

I look forward to seeing you at this important event. If you have any questions, please let me know. I look forward to seeing you soon!

Cheers,

YOUR NAME

If you have any questions, please feel free to contact us at [hosteventplanning@gmail.com](mailto:hosteventplanning@gmail.com) or call our event planner at 253-961-4987.