



SANTA BARBARA
EDUCATION
FOUNDATION

Love of Literacy Luncheon
September, 29, 2022 | 12:00-1:30pm
Rockwood Woman's Club, 670 Mission Canyon Road, Santa Barbara, CA

Table Captain Packet

Dear Friend,

Thank you so much for becoming a Table Captain for our upcoming Love of Literacy Luncheon! This outdoor event promises to be fun, inspirational, and raise substantial funds for Santa Barbara Unified School District's literacy program for the upcoming school year.

The act of reading is a powerful predictor of life success by any measure. It is the best predictor of who goes to university regardless of socio-economic background. It is the best predictor of life income, career options, and even life partner choices. And neuroscience proves that reading fiction is one of the most powerful means of developing sympathetic individuals with better social skills and higher levels of self-esteem, resulting in increasing self-improvement and prosocial behaviors (Huff Post Canada). Your participation as a Table Captain at this event will help to ensure that today's local elementary students will grow up to be more successful as adults, leading to an improved Santa Barbara community in years to come.

With Sincere Gratitude,

Margie Yahyavi
Executive Director

Melissa Davenport
Development Officer

The key to success:

Table captains are the true stars of the luncheon, and we want to ensure you know how important you are! By reaching out, sharing information about Santa Barbara Education Foundation, and encouraging people to attend the luncheon, you are true ambassadors for a more literate community in years to come.

As a table captain, here's what's in it for you:

- Name listed in the event program and on the SBEF website
- Table captain photos at the event will be submitted to local periodical society columns and posted on our website
- Recognition in pre-event publicity
- A special thank-you gift

What to Expect:**During the luncheon, table captains and their guests will:**

- Enjoy a complimentary meal
- Learn more about the work SBEF is doing in our community to help students at SBUSD with literacy
- Hear an inspiring keynote address
- Be asked to support SBEF and the District's literacy program with a donation (suggested minimum of \$100)
- Come away inspired!

To be a Table Captain, contact Melissa Davenport at melissa@santabarbaraeducation.org.

Then, start inviting guests. A sample email is below:

Dear,

I hope this email finds you well, and I am excited to invite you to join my table at the Santa Barbara Education Foundation's (SBEF) upcoming Love of Literacy Luncheon on Thursday, September 29, 2022, from 12-1:30 at Rockwood Woman's Club (670 Mission Canyon Rd.). The luncheon is free of charge to attend. However, an ask will be made to donate to Santa Barbara Unified School District's (SBUSD) literacy program, where guests may donate an amount that is meaningful to them (the suggested minimum donation is \$100).

Thank you so much for letting me know whether you can join my table at this event as soon as possible. Please confirm by responding to this email and call me at (your number) should you have questions. **The deadline to register is September 15, 2022.**

If you cannot attend, please consider donating to Santa Barbara Education Foundation to support the literacy program at sbeffoundation.org. You may also find more information about SBEF's work on our website.

By investing in SBEF's literacy program, you are investing in a healthier, more vibrant Santa Barbara community in years to come.

Sincerely,
Your Name

P.S.- Sponsorship opportunities are available for the Luncheon. Please email melissa@santabarbaraeducation.org or call (805) 284-9125 for more information.

Follow up with your guests one to two weeks after sending your initial invitations to confirm attendance.

We recommend sending an event reminder to your confirmed guests two weeks before the event (Thursday, September 15), and a second reminder on Monday, September 26.

Once your guest has confirmed, please email the guest's name, email, and other contact information to Melissa at melissa@santabarbaraeducation.org.

Santa Barbara Education Foundation will share information about the event on social media. If you don't already, please follow us and share these posts, using the hashtag [#santabarbaraeducationfoundation](https://twitter.com/santabarbaraeducationfoundation) to get your friends and colleagues excited about supporting a great cause!

On September 29, 2022, please arrive at Rockwood at 11:30 am to assist with any last-minute set-up and for pictures. Your table captain envelope- containing donation cards for you and your guests - will be at your table when you arrive at the venue. Please wait until instructed from the podium, and then pass the donation cards out to your table. Collect completed cards in your envelope and leave the envelope in the center of your table for the SBEF staff person to retrieve after the event.

Reminders:

- If any of your guests sign up after the September 15 deadline, or if you need to make changes to your guest list, please email Melissa right away at melissa@santabarbaraeducation.org.
- Because we generate name tags and thank you letters from this list, please verify spelling and addresses.
- Tables seat eight guests, so as a Table Captain, you can host either a full table (you and seven guests) or a half table (you and three guests). Groups of more than eight will be seated at adjacent tables.

Thank you very much for supporting the Santa Barbara Education Foundation!