



Thursday, September 28, 2023 | Santa Barbara Women's Club

August 2023

Dear Literacy Lover,

I'm excited you're interested in joining us as a **Table Captain** for the SB Education Foundation's upcoming Love of Literacy Luncheon! With your help we can continue making an impact on improving literacy rates and fostering a love for reading in our schools and at home.

About Love of Literacy (LOL): Now in its third year, this fun community luncheon celebrates the progress we've made in improving literacy rates in our schools and highlights the important work that still needs to be done. Our speakers include writers, educational professionals, students and others who care deeply about the importance of learning to read early and well. Thanks to the generosity of our sponsors, this 90-minute event is free to attend with a reservation. Guests are invited to make a donation if our work improving literacy resonates with them.

Being a Table Captain: Our goal is to fill every table with new and returning guests who want to make a difference in helping students succeed. Table Captains help populate their tables with friends and acquaintances who are passionate about education and genuinely interested in supporting student literacy. Your role is not only to invite guests, but also to foster an atmosphere of enthusiasm, ensuring that everyone at your table feels connected to our cause and each other.

SBEF provides guidance and resources to support you in your role. You will receive informational materials, talking points, and tips to effectively engage your guests. Our team is available to address any questions as they arise. Please review the attached materials and let me know if you would like to sign on. **Our goal is to have 25 table captains confirmed by September 1st.** We will hold a SBEF Table Captain orientation meeting in early September to answer additional questions and introduce you to our event speakers. To learn more about this event and our other work visit santabarbaraeducation.org.

I hope to see you on September 28th!

Warmly,

A handwritten signature in blue ink that reads "Tisha". The signature is fluid and cursive, with a long horizontal stroke above the name.

Tisha Ford
SBEF Board Member & Event Chair



Love of Literacy Table Captains

The Key to Success

Table Captains are the true stars of this event, and we want to ensure you know how important you are! By reaching out, sharing information about Santa Barbara Education Foundation, and encouraging guests to attend, you're making a difference by ensuring that reading is a right not a privilege in our schools and community.

Table Captain Acknowledgments

- Your name in our event program and SBEF website
- Table captain photos from the event will be submitted to local media outlets and posted on our website
- Recognition in pre-event publicity
- A special thank-you gift

What to Expect

Prospective table captains will meet informally in August and again in two weeks before LOL to learn about our literacy programs, event day logistics, and how to make the most of the day.

During the luncheon, table captains and their guests will:

- Welcome your table guests and enjoy a complimentary meal
- Meet literacy advocates and learn more about the work SBEF is doing in our community to help SB Unified students build essential skills in reading
- Be asked to support the SBEF and our schools with a donation for literacy programs
- Come away inspired!

How to Get Started



1. **Contact Nina Dunbar** at nina@santabarbaraeducation.org to confirm your interest in serving as a Table Captain and to learn when our orientation meeting will take place.
2. **Invite up seven friends** and colleagues to join you at your LOL table. Note: if you want to get a smaller number, consider splitting a table with another Table Captain. We will also have random guests who will need table assignments. In person asks are great. If you want to send an email invite see sample text below:

Subject: *Join me in making a difference in student literacy!*

Dear [Guest Name],

I hope this email finds you well. I am writing to invite you to a very special event that is close to my heart. As a Table Captain for the Santa Barbara Education Foundation's [2023 Love of Literacy Luncheon](#), I would be honored if you could join me as my guest on Thursday, September 28, 2023, from 12:00 to 1:30 pm Santa Barbara Woman's Club (670 Mission Canyon Rd, Santa Barbara, CA).

The luncheon aims to raise awareness and crucial funds to provide students with the resources and support they need to develop strong literacy skills. The event promises to be inspiring, with guest speakers sharing their stories and highlighting the impact of

literacy on young minds. It would mean the world to me to have your support and presence at this event.

The event is free of charge to attend. However, an ask will be made to donate to Santa Barbara Unified School District's literacy program, where guests may donate an amount that is meaningful to them.

*Let me know if you will join me at my table and RSVP online at your earliest convenience, as spaces are limited. If you have any questions or require further information, please feel free to reach out to me. **The deadline to make a reservation is September 15, 2023.***

I hope you can come, but if you can't please consider donating to Santa Barbara Education Foundation to support the literacy program at sbefoundation.org. You may also find more information about SBEF's work on their website.

Thank you for considering my invitation. Let's come together and make a lasting impact on student literacy!

Warm regards,

Your Name

3. **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 (Friday, September 15), and a second reminder on Monday, September 25th.
4. **Check the Guest List:** Once your guests have confirmed, please email the guest's name, email, and other contact information to Melissa Davenport at melissa@santabarbaraeducation.org or Nina Dunbar at nina@santabarbaraeducation.org.

SBEF will share information about the event on social media. If you don't already, please follow us and share these posts, using the hashtag **#SBEdFoundation** to get your friends and colleagues excited about supporting a great cause!

On Thursday, September 28, please arrive at Santa Barbara Woman's Club by 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.

"Show me a family of readers, and I will show you the people who move the world."

Napoléon Bonaparte