brightspark
early learning services®

www.BrightSpark.org

2027 Event

Table Host Packet

EVENT:

Thursday, March 18, 2027
Sheraton Grand Seattle

BRIGHTSPARK'S ANNUAL EVENT 2027
TABLE HOST GUIDE

TABLE HOST GUIDE

Thank you for serving as a Table Host for BrightSpark's fundraising event. Your support helps introduce new people to BrightSpark's mission while raising critical funds to support access, quality, and advocacy for children and families across King and Pierce Counties.

Your role as a Table Host is one of the most important ways we will build a successful event. The people you invite may become future donors, volunteers, advocates, sponsors, and champions for BrightSpark's work.

EVENT DETAILS

BrightSpark Annual Fundraising Event

Date: Thursday, March 18th, 2027
Time: 5:30 - 9:00 PM
Location: Sheraton Grand Seattle
Attire: Cocktail or Formal Attire

Event Format:

- Cocktail Reception
- Seated Dinner
- Program & Impact Stories
- Raise the Paddle

ABOUT THE EVENT

Join community leaders, advocates, educators, business partners, and supporters for an inspiring evening benefiting BrightSpark.

Guests will enjoy a cocktail reception, seated dinner, inspiring stories, and opportunities to invest in the future of children and families through quality early learning and child care.

Our fundraising goals include selling tickets to the event, securing sponsorships, hosting a raffle and games, and offering a Raise the Paddle with a matching gift, all of which support BrightSpark's mission and programs.

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WHAT IS A TABLE HOST?

A Table Host serves as an ambassador for BrightSpark by inviting guests to attend the event and helping create a welcoming and engaging experience throughout the evening.

Table Hosts help us expand our network by introducing new people to BrightSpark's work and encouraging participation in the event.

TABLE HOST RESPONSIBILITIES

As a Table Host, you agree to:

- **Commit to hosting a table by November 1, 2026**
- **Invite guests and send invitations by December 1, 2026**
- Attend the event
- Welcome and engage your guests throughout the evening
- Help guests understand BrightSpark's mission and impact
- Encourage participation during the Raise the Paddle and raffle
- **Submit your final guest list by February 28, 2027**

WHAT TABLE HOSTS ARE NOT EXPECTED TO DO

Table Hosts are NOT expected to:

- Purchase a sponsorship
- Personally cover all table costs (But you can!)
- Make a specific financial contribution
- Fundraise independently
- Solicit donations before the event

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TABLE OPTIONS

Hosts may choose one of the following options:

Option	Guests	Price
Individual Ticket	1	$100
Hosted Table	10	$850

IMPORTANT DATES

MILESTONE	DEADLINE / TIMELINE
Table Host Commitment	**Nov 1, 2026**
Invitation Deadline	**Dec 1, 2026**
• All guests should receive an invitation or personal outreach from their host.	
RSVP Follow-Ups	**DECEMBER 2026 – JANUARY 15, 2027**
• Hosts should check in with invited guests and encourage them to register.	
Final Guest List Due	**Feb 28, 2027**

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Table Host Purchase Options

As a Table Host, you have several options for purchasing and filling your table. Choose the approach that works best for you and your guests!

Option 1:

Purchase the Table & Have Guests Reimburse You
Purchase the full table upfront, then invite your guests to reimburse you for their individual ticket price. This allows you to secure your table and coordinate payment with your guests directly.

Option 2:

Purchase the Full Table & Cover the Cost for Your Guests
Purchase the full table and personally cover the cost of your guests' tickets. This can be a meaningful way to invite guests to attend while encouraging them to focus their giving on supporting BrightSpark during the event through the raffle, Raise the Paddle, or other opportunities.

Option 3:

Host a Table & Have Guests Purchase Their Own Tickets
Commit to hosting a table and invite your guests to purchase their own individual tickets. You'll help fill and coordinate your table, while each guest handles their own registration and payment.

Whichever option you choose, your role as a Table Host is to help us bring together a group of friends, family, colleagues, or community members who are excited to celebrate BrightSpark and support early learning in our community.

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WHO SHOULD I INVITE?

Consider inviting:

- Friends and family
- Business colleagues
- Current or former donors
- Corporate partners
- Community leaders
- Parents and caregivers
- Education advocates
- Civic leaders
- Individuals interested in supporting children and families

We encourage hosts to invite a mix of people who already know BrightSpark and those who may be learning about our work for the first time.

TIPS FOR A SUCCESSFUL TABLE

Before the Event:

- Send invitations early
- Follow up personally
- Share why BrightSpark matters to you
- Encourage guests to register promptly

During the Event:

- Welcome your guests
- Make introductions around the table
- Help guests feel comfortable
- Encourage participation in the raffle and Raise the Paddle

After the Event:

- Thank your guests for attending
- Share your appreciation for their support
- Stay connected with anyone interested in learning more

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BY THE NUMBERS

Sponsorship Level Goals

Level	Quantity	Revenue
$20,000	1	$20,000
$10,000	2	$20,000
$5,000	3	$15,000
$2,500	3	$7,500
$1,500	5	$7,500
TOTAL	**14**	**$70,000**

Table / Ticket Pricing

Ticket Type	Price	Savings
Individual Ticket	$100	
Table of 10	$850	$150 discount

Raise the Paddle Strategy Goal

Gift Level	Gifts Needed	Revenue
$10,000	2	$20,000
$5,000	4	$20,000
$2,500	8	$20,000
$1,000	15	$15,000
$500	20	$10,000
$250	20	$5,000
$100	100	$10,000
TOTAL	**169**	**$100,000**

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THIS IS HOW WE REACH OUR GOAL TOGETHER!

Our goal is 300 guests = 30 tables of 10. To get there, we need 25–30 committed table hosts actively recruiting guests.

Board members, leadership, directors, sponsors, and community hosts are expected to lead the way, and some may need to host more than one table to help us reach 300.

And filling the room is only part of the goal. We need each guest to give an average of $350 during the evening through the Raise the Paddle + Raffle to reach our fundraising target.

That means a $100 ticket + approximately $350 in event giving = $450 per guest for the evening.

30 tables. 300 guests. $200K+ goal. Every seat, every gift matters!

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SAMPLE EMAIL INVITATION

Subject: Join Me at BrightSpark's Annual Event This March

Hi [Name],

I am hosting a table at BrightSpark's Annual Fundraising Event this March and would love for you to join me!

BrightSpark works to ensure that children and families have access to quality early learning opportunities, supports child care providers, and advocates for systems that support communities to thrive.

The evening will include a cocktail reception, dinner, inspiring stories, and opportunities to support this important work. I hope you will consider joining me as my guest!

Date: March 18, 2027
Time: 5:30 PM–9:00 PM
Location: Sheraton Grand Seattle

Please let me know if you are interested, and I will send additional details as they become available.

Thank you,
[Name]

SAMPLE TEXT MESSAGE

Hi [Name]! I'm hosting a table at BrightSpark's fundraising event this March and would love to have you join me. It will be a fun evening supporting children and families through early learning. Can I send you more information?

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TABLE HOST FREQUENTLY ASKED QUESTIONS

Do I need to fill an entire table by myself?

No. While we encourage hosts to help fill a table of 10 guests, BrightSpark staff can work with you to identify additional guests if needed. The goal is to help bring people into the room and introduce them to BrightSpark's mission.

Can I co-host a table with another table host?

Yes. Co-hosting is encouraged if it helps expand your reach or makes inviting guests more manageable. Co-hosts can work together to fill a table (or two!) and welcome guests during the event.

Can my guests purchase their own tickets?

Absolutely. Guests may purchase individual tickets, join your hosted table, or be invited as your guests depending on your preference. There is no requirement for hosts to cover the cost of tickets for everyone at their table.

Am I expected to ask my guests for donations before the event?

No. Table Hosts are not expected to solicit donations before the event. Your primary role is to invite guests and help them learn about BrightSpark's work. The event program will include opportunities for guests to participate in the raffle and Raise the Paddle if they choose.

Am I expected to make a personal donation?

No. While many supporters choose to make a personal contribution, there is no required donation amount associated with being a Table Host.

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TABLE HOST FREQUENTLY ASKED QUESTIONS

What if someone I invite has never heard of BrightSpark?

That's great! One of the goals of the event is to introduce new people to BrightSpark's mission. We encourage hosts to invite individuals who care about children, families, education, community impact, or philanthropy, even if they are not currently connected to BrightSpark.

What types of guests should I invite?

Consider inviting:

- Friends and family
- Colleagues and business partners
- Community leaders
- Current or former donors
- Corporate partners
- Parents and caregivers
- Previous BSELS BOD members
- Education advocates
- Civic leaders
- Individuals interested in supporting children and families

A mix of existing supporters and new connections often creates the strongest table experience.

What if someone can't attend?

If a guest is unable to attend, encourage them to:

- Make a donation in support of the event
- Participate in the matching gift challenge
- Learn more about BrightSpark and stay connected
- Consider attending future BrightSpark events

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TABLE HOST FREQUENTLY ASKED QUESTIONS

What should I say when inviting people?

The most effective invitation is personal. Share why BrightSpark matters to you and why you believe supporting children, families, and early learning is important. People are often more likely to attend because of your personal connection than because of event details.

What happens during the Raise the Paddle?

The Raise the Paddle is a live fundraising appeal during the program. Guests will be invited to make a charitable contribution at a giving level that feels meaningful to them. Participation is completely voluntary. Hosts are encouraged to lead by example and help create an enthusiastic and welcoming atmosphere.

What if I need help filling my table?

BrightSpark staff is happy to help. We can provide invitation language, guest recommendations, event information, and support throughout the planning process. Please reach out if you need assistance at any point.

<u>Accessibility & Guest Accommodations</u>

What are the parking options?

There are several parking options near the event venue, including valet parking, nearby parking garages, and street parking. We will provide table hosts and guests with detailed parking instructions and a map closer to the event.

Is the event space accessible?

Yes! The event space is ADA compliant and accessible. Elevators and escalators are available to access the event space.

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TABLE HOST FREQUENTLY ASKED QUESTIONS

Can dietary restrictions or food allergies be accommodated?

Yes. We will do our best to accommodate dietary preferences and restrictions. Our menu will already include vegetarian, dairy-free, and gluten-free options. If a guest has a specific food allergy or additional dietary need, please let us know in advance so we can work with the venue to accommodate them to the best of our ability.

What if a guest needs language interpretation?

We want all guests to feel welcome and included. If a guest needs language interpretation or other communication accommodations, please let us know as early as possible. We are happy to work with guests to accommodate language needs to the best of our ability.

Who should I contact if my guest needs an accommodation?

Please encourage guests to communicate their needs when they register or reach out to the BrightSpark team as early as possible. This gives us the best opportunity to coordinate accommodations before the event.

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Thank you for helping BrightSpark create a meaningful, welcoming, and successful event. Your leadership and outreach are essential to helping us reach new supporters and advance our mission on behalf of children and families across King and Pierce Counties!

Ready to get started?
We're here to help!

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