

Dear Table Captain,

Your commitment as a table captain for the Living Legacy Fund's Sixth Annual Giving Luncheon on April 21, 2009, at the Seattle Waterfront Marriot has our most important event of the year off to a marvelous start!

As a table captain, you are a key component to the success of this event by actively inviting your circle of friends and loved ones to learn more about organ, eye, and tissue donation. While our luncheon is a fundraiser, it is also a unique opportunity for you and your guests to be inspired by truly amazing stories of the many lives impacted by the gift of life.

This year's luncheon theme is *The Power of One*. *One* person has the power to restore lives through organ, eye, and tissue donation. *One* donor can save or enhance over 50 lives, one family can make the most courageous decision; *one* hospital can make it possible for hundreds to have a second chance at life; *one* story can inspire dozens to take action; and *one* dollar can fund education for millions. *The Power of One* touches so many. It takes only *ONE* to inspire, save lives, create hope, offer comfort, and be a champion.

Formal invitations to the luncheon will be mailed in February. In the mean time, please send your potential guest a save the date before November 15<sup>th</sup> either by mailing the postcards included or by sending the save the date email that can be found on the luncheon website [www.givingluncheon.com](http://www.givingluncheon.com). Your participation in the luncheon and dedication to our mission is the key to our success!

Thank you for helping us share our life-saving message with the community. We are honored and excited to partner with you!

**Your Table Captain Packet Includes:**

- ♦ Save the Date Cards
- ♦ Annual Giving Luncheon Event Overview
- ♦ Table Captain 101
- ♦ Timelines & Deadlines
- ♦ Table Captain Top 10 Tips
- ♦ Guest Roster
- ♦ More Information Requests
- ♦ Programs & Services
- ♦ Facts about Organ, Eye, and Tissue Donation
- ♦ Articles of Interest
- ♦ Donate Life Today Brochures

# The Power of One

## OVERVIEW

**WHAT:** Living Legacy Fund's Sixth Annual Giving Luncheon

**WHEN:** April 21, 2010  
11:30am-1:30pm

**WHERE:** Seattle Waterfront Marriot  
2100 Alaskan Way  
Seattle, WA 98121  
206.443.5000

**THEME:** This year's luncheon theme is *The Power of One*. *One* person has the power to restore lives through organ, eye, and tissue donation. *One* donor can save or enhance over 50 lives, one family can make the most courageous decision; *one* hospital can make it possible for hundreds to have a second chance at life; *one* story can inspire dozens to take action; and *one* dollar can fund education for millions. *The Power of One* touches so many. It takes only *ONE* to inspire, save lives, create hope, offer comfort, and be a champion.

**WHY:** Raise over \$200,000, which will provide educational programs and community services focused on increasing donation in Alaska, Montana, North Idaho, and Washington. Each time registry numbers grow, more lives are saved. But we cannot do it without your support...

**HOW TO ATTEND:** There is no ticket price; the suggested minimum donation is \$150.

**MISSION:** The Living Legacy Fund supports programs and services focused on increasing organ, eye, and tissue donation throughout Alaska, Montana, North Idaho and Washington.

**GEOGRAPHIC AREA SERVED:** LifeCenter Northwest and Donate Life Today have the largest service area of all organ procurement organizations (OPOs), encompassing nearly 8 million people, four states, over 190 hospitals and one fifth of the geographic landmass of the United States.



TIMELINES & DEADLINES

√	KEY ROLE	DEADLINE
	Mail save the date cards (provided by Living Legacy Fund)	November 15th
	Mail invitations (provided by Living Legacy Fund)	February 15th
	Send evite leading to online registration (provided by Living Legacy Fund)	March 1st
	Make follow-up calls to invitees	March 15th
	Submit guest roster to Event Coordinator	April 10th

Please call the Living Legacy Fund team if you need assistance and additional resources.

Lyssa Cole  
Development Program Manager  
Living Legacy Fund  
LyssaC@LCNW.org  
425.201.6577

# The Power of One

## TABLE CAPTAIN TOP 10 TIPS

- 1. Invite more than the 9 needed to fill your table of 10.** Consider friends, family, associates and business contacts who may be willing to support Living Legacy Fund and its goals.
- 2. Schedules fill up quickly, so start inviting guests early!**
- 3. Be up front about the event being a fundraiser.** Make sure they know in advance that they'll be asked to make a contribution at the event. Please let them know the suggested minimum contribution is \$150 per person.
- 4. Be familiar with Living Legacy Fund's mission and Donate Life Today's programs.** Your guests will want to know why you think supporting organ and tissue donation is important. We suggest you come up with a 2-3 sentence spiel about the organization.
- 5. Excitement is contagious and helps create momentum!** Let people know your personal connection to donation. Why do you support this cause? Let your friends and family know you are excited about Living LegacyFund and the luncheon.
- 6. Follow up with people you don't hear back from.** Just because they don't RSVP doesn't mean they are not interested in attending the luncheon. People get busy and forget to RSVP even though they have every intention of attending the event.
- 7. Confirm your guest list to Living Legacy Fund by April 10<sup>th</sup>!**
- 8. Two to three days before the luncheon, send a reminder email or phone call to your table guests.**
- 9. Personally thank your guests at the event.** Small tokens of appreciation and thank-you cards set at your guests' place setting before they arrive is a special way to show your gratitude for their support of Living Legacy Fund.
- 10. Have Fun!** This is the most important tip of them all – have fun as you are recruiting. Enjoy the fact that you are doing a wonderful thing to support organ and tissue donation and helping to save lives!

**ANNUAL GIVING LUNCHEON**  
**GUEST ROSTER**

**Instructions**

- Fill out the names and information of the 9 guests who will be sitting at your table. (If you have more than 9 guests and/or more than one table, please copy these forms as needed)
- You will notice there is a field titled "Your connection to donation". This is where you may note if your guest has a personal tie to organ and tissue donation such as a donor family member, a recipient or an ICU nurse.
- Fax this form 425.688.7641, or send to Lyssa Cole, Living Legacy Fund, 11245 SE 6<sup>th</sup> Street, Suite 100, Bellevue, WA 98004
- Please submit completed Guest Rosters on or before **April 10, 2010**

**Table Captains:** \_\_\_\_\_

Guest 1		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal?   Yes   No		
Guest 2		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal?   Yes   No		
Guest 3		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal?   Yes   No		

Guest 4		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		
Guest 5		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		
Guest 6		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		
Guest 7		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		
Guest 8		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		
Guest 9		
Guest's Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		
Vegetarian Meal? Yes No		

ANNUAL GIVING LUNCHEON  
MORE INFORMATION REQUESTS

If you have any friends, family or colleagues who are unable to attend the luncheon but would like more information about Living Legacy Fund, you may provide their information below. Please Fax this form 425.688.7641, or send to Lyssa Cole, Living Legacy Fund, 11245 SE 6<sup>th</sup> Street, Suite 100, Bellevue, WA 98004

Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		

Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		

Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		

Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		

Name:		
Street Address:		
City:	State:	Zip:
Phone Number:	Email:	
My connection to donation is:		



**DONATE LIFE TODAY**  
**PROGRAMS & SERVICES**

**Donate Life Today Registry:** Donate Life Today is the official donor registry serving Washington and Montana. The registry is a confidential database of donation wishes to be carried out at the time of death and is accessed only by donation professionals.

**Community Advocates:** Donate Life Today's community advocacy program is composed largely of people who have a direct connection with organ and tissue donation – donor family members, recipients or patients waiting. These people have a chance to share their story in the community and convey a very personal and relational perspective of organ and tissue donation.

**High School Education Program:** A resource for young people and teachers to get accurate information about organ and tissue donation. Educating high school students is a priority. We want to foster a future generation of organ and tissue donors and have found that students of this age are excited to know how to answer when asked “do you want to indicate you are an organ and tissue donor on your driver’s license?” The High School Education Program provides a variety of materials and opportunities.

**College Campus Action:** College students are among the population least likely to have registered as an organ donor, but are most supportive of donation. Our main college-level goal is to increase donation awareness and the number of registrants aged 18-25 on local college campuses through peer-to-peer education and registry initiatives.

**Attorney Education Program:** The Attorney Education Program is designed to educate and respond to the needs of attorneys who work with their clients on advance directives, wills, estate planning, and general end of life decisions. This is prime opportunity for their clients to learn about documenting their donation wishes.

Continued On Back...



# The Power of One

**Workplace Partner For Life:** Workplace partners are employers who provide their employees and/or customers information about the critical need for people to register their organ, eye, and tissue donation wishes.

**Multicultural Outreach:** Around 50% of the patients on the National Transplant Waiting List are minorities. Donate Life Today has created a number of outreach materials because we are dedicated to serving each individual in our community. A combination of national materials and local initiatives with internal resources and personnel ensures that understandable donation information is available.

**Department of Licensing (DOL):** Our partnerships with the licensing agencies are critical and we are so grateful they have made such a strong commitment to organ and tissue donation. Each DOL helps ensure everyone is given a choice to be an organ and tissue donor when they renew their driver's license.

**Marketing & Communications:** This department oversees the creation and implementation of all materials, manages media activity and works to build positive relationships with vendors and media contacts. It is responsible for brand awareness, public relations and advertising.

# The Power of One

## FACTS ABOUT ORGAN & TISSUE DONATION

Despite continuing public education efforts, myths and misunderstandings about donation persist. These facts will help you better understand organ, eye, and tissue donation:

**Fact:** The number of individuals in need of transplants continues to grow but the number of people who register to be a donor is not keeping pace.

**Fact:** Anyone can be a potential donor regardless of age, race, or medical history.

**Fact:** Most major religions in the United States support organ, eye, and tissue donation, seeing it as the final act of love and generosity toward others.

**Fact:** If you are sick or injured and admitted to the hospital, the number one priority is saving your life. Organ, eye, and tissue donation can only be considered after you are deceased.

**Fact:** There is no discrimination due to age, sex, race, sexual orientation, occupation, social status, financial status or any other factor when determining who gives or receives an organ.

**Fact:** An open casket funeral is possible for organ, eye, and tissue donors. Through the entire donation process the body is treated with care, respect, and dignity.

**Fact:** There is no cost to the donor or their family for organ, eye, and tissue donation.

**Fact:** Agreeing to donation for research when registering donation wishes for organ, eye, and tissue donation, does not include whole body donation.