



SEATTLE YOUTH SYMPHONY ORCHESTRA
TABLE CAPTAIN HANDBOOK

Any questions/if you would like this packet in digital format:

Contact Louis Brooks: louis.brooks@syso.org | 206 686 3146

Issues with online registration?

Contact Bryan Lindeman: bryan.lindeman@syso.org | 206 686 3105



seattle youth symphony orchestra

Dear Table Captain,

Thank you for seizing this opportunity to support the Seattle Youth Symphony Orchestra and our talented musicians, faculty, and coaches. SYSO's Annual Benefit is both a celebration and a concerted fundraising effort to ensure that children, no matter their financial background, are guaranteed access to high-quality music education. Your help can ensure SYSO continues its life-changing music programs.

Your work as a table captain guarantees guest attendance and participation in planned fundraising events such as our raffles, raise the paddle, and more. We ask that you fill a table of ten (10) by inviting friends and family to join you in celebration of both SYSO's work and your mutual connection to the organization.

Our goal for the Annual Benefit Brunch is to:

1. Recognize the accomplishments of our current students, alumni, parents and families, conductors, coaches, and community of supporters.
2. Build a broad base of support through the individuals and businesses who support our mission to harness the power of music education to provide young people pathways to artistic excellence, intellectual development, and emotional growth.

Your participation helps us achieve these goals. The following pages offer some helpful information to make your role easy and fun. This packet includes event details, important dates, sample emails for your guest recruitment, and other essential resources. If you have any questions, please don't hesitate to reach out.

We look forward to celebrating with you. Thank you in advance for making our Annual Benefit Brunch a great success.

We can't do it without you!

Sincerely,

A handwritten signature in cursive script that reads "Robin Castrogiovanni". The signature is written in a dark ink and is positioned below the word "Sincerely,".

Robin Castrogiovanni
Director of Development and External Relations
Seattle Youth Symphony Orchestra

Benefit Committee Members:

Christine Chang, Erika Dowd, Yoshi Minegishi, Alice Ikeda, Jennifer Johnston

Be a Table Captain!

Connect with the SYSO Community by building a table for your community. We're looking to see tables of alumni, parents, and other SYSO hubs.

The Seattle Youth Symphony Orchestra celebrates 77 years of work with our Power of Music Benefit Brunch. This annual event is the primary fundraiser for SYSO programs. You can help SYSO by becoming a Table Captain and bringing your friends, family, colleagues, alumni, middle/high school parents, or orchestra section parents.

You can **purchase a table** and invite others to join, or **rally individual ticket sales** for your table of ten.

Commitment

- Purchase your ticket or table (see below for pricing)
- Invite your network to fill the additional nine seats
- Encourage your attendees to make a gift at the event
- Encourage those who cannot attend the event to donate online at syso.org/support/make-a-gift

Event Details

Date: Sunday, March 29th, 2020
Registration opens at 10:30am
Event begins at 11:00am

Westin Hotel in Bellevue
600 Bellevue Way NE | Bellevue, WA 98004

Ticket Prices

Ticket Options

Includes: Brunch seating for one guest
Event reception with mimosa bar

Individual Ticket - \$125

SYSO Parent/Student - \$100

Table Options

Includes: 10 admission tickets with brunch seating
Event reception with mimosa bar

Hosted Table - \$1,200

Hosted Orchestra Family Table - \$1,000

Hosted Patron Table - \$1,500

Tribute ad in program

Recognition at event

Prime table location

How to Sign Up as a Table Captain

Register online for the event: syso.ejoinme.org/powerofmusic

If you are acting as a table captain, please contact Louis Brooks, who will log your incoming guest information when they make their own ticket purchases and will organize tables accordingly.

Louis Brooks, Development Associate
206 686 3146 | louis.brooks@syso.org

If you wish to purchase a table and invite your guests to attend for free, you can select your respective table (Orchestra Family, Patron, etc.) online. Once paid, you will receive a confirmation email with a unique code that will allow you to go back to the ticket purchase website and update guest information, including their name, physical address, and telephone number. ***It is very important SYSO has this information!*** We send tax deduction correspondence to physical addresses and **need current contact information for all guests.**

Inviting Guests & Filling Your Table

It is best to start sending invitations and getting firm commitments by February. **Guest lists are due by March 13th.** Please reach out to Louis Brooks if you are strapped for time and need additional pre-drafted emails. **Included in this packet is a sample invite and a sample reminder email.**

Additionally, if you need help gathering names of individuals to fill your table, please contact SYSO. We want to make this process easy for you.

1. Purchase your table online at syso.ejoinme.org/powerofmusic
2. Contact SYSO (louis.brooks@syso.org) if you are **hosting** a table. You will need to send in your guest list.
3. Register all attendees (full contact info if hosting) by March 13th
4. Please send a reminder email the week of the event.

SYSO's Communication to You and Your Guests

1. SYSO will email you the week of March 9th to ensure we have names and details for your attendees.
2. SYSO will send confirmation emails automatically upon registration and the week before the event.
3. SYSO will mail thank you letters to all guests.

Your Communication to Guests

The following page includes a sample invitation email to your guests, as well as a sample reminder for the month before the event. We appreciate you extending invitations **and** following up with your guests to ensure we have all registration details. Please contact SYSO if you need any additional materials. *An additional note:* Ticket pricing varies based on the individual's relationship to SYSO. Parent tickets are \$100, and community tickets are \$125. Please make sure you specify this to individuals based on their patron status.

Please email Louis Brooks (louis.brooks@syso.org) if you would like these emails in digital format for easy copy and pasting, or if you need any supplementary drafted emails (thank yous, registration reminders, etc).

----- **SAMPLE INVITATION EMAIL** -----

Dear _____,

I am writing to invite you to join me at the Seattle Youth Symphony's Annual Benefit Brunch.

SYSO is the largest youth orchestra program in the United States, and serves nearly 1,700 youth in the Seattle area and beyond through all its programs. Whether students participate in one of five academic year orchestras, two summer music camps, or the Marrowstone Music Festival, their ability to study music

The event will be held on Sunday, March 29th at the Westin Hotel in Bellevue. Registration begins at 10:30am and the reception will begin at 11am. You'll be treated to delicious brunch, mimosa bar, enticing raffle basket options, and exciting performances from our talented young musicians.

The Benefit Brunch is the largest fundraiser for SYSO with a goal to raise more than \$120,000 for scholarships and other operational needs.

PURCHASED TABLE – Please join me as a guest. There is no cost for you to attend, but I hope you will support this important organization with a donation to the event. Please let me know if you are able to attend so I can get you registered!

TABLE CAPTAIN – Please join me as a guest at my table. You can purchase your ticket online at syso.ejoinme.org/powerofmusic for **(\$125/\$100)**.

I hope you'll join me in supporting what I believe is an incredibly valuable organization. This is a premier music education opportunity for all young student musicians. Robust support for SYSO ensures that students in our community have access to the highest quality music education regardless of their financial means.

Sincerely,

----- **SAMPLE REMINDER EMAIL** -----

Dear _____,

Thank you so much for joining me at the Seattle Youth Symphony Orchestra Benefit Brunch. I'm excited to have you seated at my table. Together we will celebrate the life-changing work SYSO has provided to the community for over 75 years.

TABLE CAPTAINS ONLY - As a reminder, you will need to purchase your ticket to the event online at syso.ejoinme.org/powerofmusic. I have already given your name to SYSO staff so that once you register, they can assign you to my table. If you have any trouble registering or prefer to do so by phone, please call 206 686 3146 to speak with Louis Brooks.

I look forward to seeing you at the event in a few short weeks. Come prepared to raise funds for the experiences offered through SYSO's academic orchestras, summer music camps, Marrowstone Music Festival, and in-school partnerships.

Power of Music Benefit Brunch
Sunday, March 29th, 2020
10:30am: Registration opens
11:00am: Reception begins

Westin Hotel
600 Bellevue Way NE | Bellevue, WA 98004

Thank you,