14TH ANNUAL FOUNDATIONS OF SCIENCE BREAKFAST

CURIOSITY | DISCOVERY | EXPERIMENTATION

May 17, 2017 | 7–9 a.m.
Marriott Waterfront, Seattle

Featuring:
Andy Jassy
CEO - Amazon Web Services,
Business Leader, Innovator

with
Adriane Brown
President & Chief Operating Officer,
Intellectual Ventures

Table Captain Toolkit
The Foundations of Science Breakfast helps ensure that the innovators of tomorrow have access to hands-on science experiences. Featuring dedicated local business and community leaders, the program emphasizes the vital importance of investments in science education and how supporting young minds today will lead to the greatest discoveries tomorrow. Your participation advances our mission to ignite curiosity in every child and fuel a passion for discovery, experimentation, and critical thinking in all of us.

Table Captain 101
Table Captains are ambassadors for Pacific Science Center and the Foundations of Science Breakfast. Your role is to invite guests to your table, ensure they register, and welcome them to the event. By sharing your passion, you can inspire your friends, family, and colleagues to make an impact for science education in our community.

What should I tell people about Pacific Science Center?
For more than fifty years Pacific Science Center has ignited curiosity and fueled a passion for discovery. Nearly 1 million individuals engage with us each year through programs at our campus in Seattle, the Mercer Slough Environmental Education Center, as well as schools and community centers throughout the state. The Foundations of Science Breakfast is our biggest fundraising event of the year and an essential element in delivering our mission.

How many people will fit at my table?
Each table can be set for a total of ten people.

What if I have more than ten guests?
Thank you – that’s fantastic! We will work to seat your additional guests at a nearby table.

How much does it cost?
There is no admission charge to attend the Foundations of Science Breakfast. Guests are asked to make a minimum contribution of $250 at the event. Table Captains are encouraged to pledge their support in advance of the event through the Challenge Pool. The combined support of Table Captains, the Event Committee, and Pacific Science Center’s Board of Directors will be leveraged to encourage full participation from all guests in attendance.

Am I responsible for raising a specific amount of money?
No. Each guest will be asked to make a meaningful gift to Pacific Science Center at a minimum of $250. Every dollar makes an impact and is essential to furthering our mission. We recommend that Table Captains let their guests know ahead of time about the ask and suggested minimum donation of $250. To help your guests decide the level of their contribution, you may choose to share the level of your personal commitment.

What if someone cannot attend but wants to make a gift?
That’s wonderful. Anyone can make gift at any time by visiting our website at pacsci.org/donate or calling us at (206) 443-2878. If you would like donation envelopes to distribute, please let us know and we will be happy to provide materials.

Contact Information
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pacsci.org/breakfast
Your Table Captain Checklist

Right Now: Invite your guests

☐ Create a guest list. Think of past attendees, family, friends, colleagues, neighbors, book club members, etc., and start inviting them to join you on May 17th.

☐ Send a personal invitation. A PDF invite has been prepared for easy attaching to your email. Need something else? Contact us for a hard copy invitation, Pacific Science Center notecards, and more.

☐ Reach out to confirm. If you haven’t received a response from your invitees in two weeks, circle back. If the date doesn’t work for them, ask them if they would consider making a donation in support of the event.

3–6 Weeks Prior: Register your guests

☐ Submit your guest list. As early as possible, please. When you have your final list of attendees, email them to us at development@pacsci.org. Please include each guest’s name, email address, and any dietary restrictions you know about. Upon receipt of your guests email addresses, they will begin receiving periodic updates about the event including driving directions and parking information.

☐ Don’t forget the deadline! Please submit your final guest list by Wednesday, April 29, 2017.

☐ Double check spelling. Help us make your guests feel welcome: we’ll use the spelling you give us on guests’ nametags and place cards.

☐ Changes? If you need to change names on your guest list after the deadline, please send an email with your changes to development@pacsci.org. If you’d like to add guests, we will happily accept additions as space is available.

2–3 Weeks Prior: Final preparations

☐ Make your guests comfortable. If any of your guests have dietary restrictions or accessibility needs, please let us know at least two weeks before the event.

☐ Watch for the reminder. Once guests are registered, Pacific Science Center will send them a confirmation email. If you did not provide this contact information, please reach out to your guests directly.

1 Week Before: Counting down

☐ Check in with your guests. If you haven’t already reached out, the most effective reminder is a quick email or phone call from you a few days before the event.

Day Of: time to ignite your curiosity!

☐ Guest registration opens at 7 a.m. Please allow plenty of time to arrive at the Marriott and take note of any parking considerations. The program will begin at 7:30 a.m. and end by 9 a.m.

☐ Pick up your nametag. Your nametag and those of your guests will held at Guest Services in the lobby at the top of the stairs. This is also where we can help with any unregistered attendees or changes to your guest list.

☐ Use the envelope. When the ask is made by our event hosts, encourage your table to participate with a minimum gift of $250. Table captains must collect all donation forms and secure them in the envelope on your table; these will be collected by a Pacific Science Center staff member before you leave.

Afterward: Feeling good

☐ Thank you! Everyone who gives a gift at the Luncheon will receive a thank you and receipt for tax purposes in the mail with the fundraising total.

☐ Photos and more. Within one week we’ll email Table Captains and guests with the event total and a link to photos from the Luncheon.