



Everyday People Building Beyond the Moment 2018 Luncheon Benefit

Table Host Packet

We are building beyond the moment in 2018! Thank you for participating in building towards peace and justice as we continue to grow and push past the many obstacles and challenges faced by the Trump administration. Peace and Justice Action League of Spokane (PJALS) members, donors, and new friends are invited to hear firsthand how our work together exposes and transforms systems of violence and oppression to build a just and nonviolent world, as well as provide the opportunity to connect with like-minded peers to become part of a movement for peace and justice.

As a luncheon table host, bring 7 friends with you to join PJALS at this free luncheon event? It's easy, and the work you do will help us as we build beyond the moment.

This packet contains information about the luncheon along with a table host description, timeline, and simple worksheet for table hosts and their guests. It should have everything you need, though you can also contact our Development Coordinator, Farand Gunnels, at 509-838-7870, should you need anything else.

Event Details

When: Wednesday, May 2
11:30 AM-1:00 PM

Where: Spokane Valley Event Center
(University and Sprague)
10514 E Sprague Ave
Spokane Valley WA

Cost: Lunch is FREE with an
opportunity to donate

Keynote Speaker

Mijo Lee,
Executive director of Social Justice
Fund NW

About the Event:

This free to attend lunchtime event has become a successful format for Peace & Justice Action League of Spokane (PJALS). Its success is highly due to remarkable and supportive table hosts and their guest. This year will mark PJALS third year hosting this exciting and educational event.

Our goal is to engage 400 members and individuals throughout the Spokane and surrounding community in our multi-level work for peace & justice and to better acquaint members with the intersectional lens of our analysis —looking at race, class, and gender as we examine community impact of the issues we work on.

We want to engage our members more deeply in our future growth as an organization, so we are engaging people like you as table hosts!

Table Host Responsibilities

Your main responsibility as a table host is simple: just invite and confirm 7 friends, neighbors, co-workers, or family members who care about justice, to join you for our Wednesday, May 2nd luncheon event.

Here are some more specific steps:

Before the Event:

- Fill a table of eight (including yourself!) for our Everyday People Building Beyond the Moment luncheon.
 - Invite them by phone, email, or in person—using the example in this packet or your original ask
 - Confirm their attendance by phone or email follow-up
 - Submit your completed Guest List form to PJALS **by Monday, April 16th**

During the Event:

- Arrive at the event at or before 11:30 AM to greet your guests, pick up name tags, and settle in at your table
- Pass out pledge cards, envelopes, & pens during the opportunity to give
- Set an example by enjoying the event, listening, answering questions (or referring your guests and their questions to our staff and volunteers), and filling out your pledge card during the opportunity to give
- Collect completed pledge cards and deliver them to PJALS event staff in the envelope provided

After the Event:

- Call your guests within two days to thank them, get their impressions of the event, and listen to their feedback—contact us with anything you think is pertinent! *Do not ask guests for money a second time, please.*

Important Dates:

Monday, April 16: Deadline for Guest Lists (See worksheet below)

Wednesday, April 25: One week! Remind guests.

Wednesday, May 2: Day of event, see you at 11:30!

Talking Points & Invitation Examples

As a table host, you're probably already involved in a piece of PJALS' work and aware of the mission and the current priorities of our organization, however, if you need a refresher or ideas for engaging prospective guests, visit pjals.org/issues.

By Phone:

1. Hello _____! [catch up with your friend]
2. Request:
 - You probably already know I'm involved with the Peace & Justice Action League
 - I know we've talked before about our shared interest in the issue and concerns that Peace & Justice Action League focuses on (pull out details from your life, or from the website)
 - Peace & Justice Action League of Spokane and its members work diligently to build a just and nonviolent world. As a supporter of this organization, I'm hosting at table at a Peace & Justice Action League lunchtime benefit, *Everyday People Building Beyond the Moment*. It's a great opportunity to connect with like-minded peers and become part of a growing movement in building peace and fairness and would be honored if you'd join me. There is no cost to attend and there will be an opportunity to support the organization during the event. I'd love to have you join me in support!
3. This is a benefit event and here are some of the details:
 - Date: Wednesday, May 2, 11:30 AM-1:00 PM
 - Location: Spokane Valley Event Center, 10514 E Sprague Ave, Spokane Valley WA (just east of University Rd between Appleway and Sprague)
 - Easy to get to with lots of free parking available

By Email:

Dear _____,

I am serving as a Table Host for the Peace & Justice Action League of Spokane's Everyday People Building Beyond the Moment luncheon benefit and I would love for you to join me at my table. (Share your personal connection to PJALS and why you support.) The lunchtime event will be held on **Wednesday, May 2, 2018 at the Spokane Valley Event Center, which is located at 10514 E Sprague Ave in Spokane Valley (just east of University Rd between Appleway and Sprague) from 11:30 AM-1:00 PM.**

It will be a great opportunity to learn more about the amazing work Peace and Justice Action League is doing, discover ways to get involved in our work in the coming year, and hear from the executive director of Social Justice Fund NW, Mijo Lee. As an activist and organizer, Mijo has worked in a variety of movements including domestic violence advocacy, fair trade, police accountability, immigrant rights, and youth organizing, as well as an appellate public defender.

There is no cost to attend, though there will be an opportunity to support Peace and Justice Action League of Spokane's efforts, so please bring your giving spirit. I hope you will join me at my table! Please RSVP to me before Monday, April 16.

[Salutation], [YOU]

Everyday People Building Beyond the Moment Guest List

Due Monday, April 16, 2017!

Table Host Name: _____

A table only seats 8 people. If you end up inviting more than 7 guests in addition to yourself, include them and we can help seat them at an adjacent table.

Name of Guest	Email	Phone Number	Meal Preference: <i>meat, vegetarian, vegan, and/or gluten-free</i>
1. Table Host (You)			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

To return your final list, scan/photograph this sheet and send to Farand Gunnels at fgunnels@pjals.org, or print and return to PJALS office.