




May 10, 2023
Hyatt Regency Vancouver



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FEATURING

Anders Sorman-Nilsson

Global Futurist

Table Captain Guidebook

JFS Innovators 2023: Imagine the Future



Thank you for your commitment in being a Table Captain for this year's JFS Innovators Lunch.

We are so excited to be hosting the 17th Annual JFS Innovators Luncheon in-person after three years and we are so grateful for your commitment in helping us make this year's event our most success and most memorable one to date.

Proceeds raised at the Innovators Luncheon will support the 3,000 community members supported by JFS every month who struggle to put food on their tables, have unstable housing, or need aid to manage their mental health. Through our grocery program, case management and advocacy, counselling, and education, we strive to meet the immediate needs of the most vulnerable members of our community.

Thank you again,

Tamar

Tamar Bakonyi, Table Captain Lead

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2023 Table Captain: Everything you need to know

PLANNING

Inviting Potential Guests

Make a list of 15 guests you would like to sit with at this year's Innovators Lunch. This will ensure enough folks are asked to fill the 10 seats at your table (you are guest #1).

Use the [Recruitment Sheet](#) to record your potential guests.

Next, decide how you would like to invite your guests. Common options are by e-mail, in-person, text, or phone call. See the sample message below as a guideline.

If you or one of your guests wish to be a Corporate Sponsor, please contact Todd Thal at sponsorship@jfsvancouver.ca.

Filling Your Table of 10

All tables accommodate 10 guests comfortably. Should you have additional guests, we will seat them at a second table adjacent to you.

You are also welcome to fill in more than one table. Should you have unfilled seats at your table, we kindly ask that we are able to seat additional guests at your table.

While we request guest names no later than April 24, 2023, we can adjust any seating arrangements through May 1, 2023.

Communicating Expectations

All funds raised at the Innovators Lunch benefit JFS programs for individuals, families, and older adults who struggle to meet their basic needs.

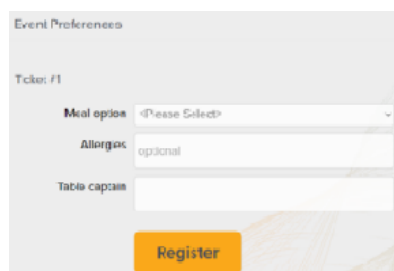
Tickets are \$250 per person. A partial tax receipt will be issued after the event. While it is not expected, there is a further opportunity for your guests to make a donation at the lunch.

This additional support is not only necessary but it is encouraged and appreciated. We hope for all of our guests to consider making a gift that is meaningful to them. Gifts can be made by cheque or by credit card in one-time, monthly, quarterly, or annual pledge installments. All donations are tax-deductible.

IMPLEMENTATION

Ticket Purchase Process

- You the Table Captain, will invite your guests.
- Your guests will buy tickets online at jfsinnovators.ca/tickets or call JFS at (604) 257-5151.
- Ask your guest to enter your name in the Table Captain Field at the end of the form.



The screenshot shows a registration form titled "Event Preferences". It includes a "Ticket #1" label, a "Meal option" dropdown menu with "Please Select" as the current selection, an "Allergies" text input field with "optional" entered, and a "Table captain" text input field. A yellow "Register" button is located at the bottom of the form.

- The ticket purchaser will receive an email confirmation automatically.
- If you are a Premier Table Captain purchasing a community table for 10 guests, you would buy online, so that the tax receipt will be issued in your name.
- See below for details on sending the complete guest list to JFS.
- Before the event, we will send an email reminder to your guests.
- After the event, JFS will issue a partially deductible tax receipt to the ticket purchaser.

Guest List Tracking

- Don't forget to use the Recruitment Sheet to record your potential guests.
- Use the Table Captain Guest List Sheet to record information about guests who have accepted your invitation.
- As you receive acceptances, please e-mail each guest's information to JFS at development@jfsvancouver.ca.
- When your entire Guest List is complete, please email the list to JFS, no later than April 24, 2023.

Who is at My Table?

We will send you an updated list of your table guests two weeks prior to the luncheon.

If you would like to receive a list of your guests or need to make changes, please reach us at development@jfsinnovators.ca.

Reminders and Program Times

We will send a detailed reminder with date, time, maps, directions and parking information to you and any guests for whom we have an email address.

We recommend that you share our reminder with your guests as well, ensuring they have all the info they need to attend.

Specialty Meals

Please ask your guests if they have dietary requirements in advance of lunch.

Vegetarian and vegan meals are available by reservation in advance of the luncheon. We will do our best to address any specific dietary requests. Please forward your guest meal preferences to us at development@jfsvancouver.ca.

Event Day Registration

Upon arrival, please see us at the registration desk to receive further information and directions. Volunteer ushers will also be on hand to help you find your table.

After the Luncheon

At the conclusion of the lunch, please thank your guests for their time and support. We will be sending a thank you to all donors after the event.

Additional Questions

We are here to help. Please contact Tamar Bakonyi at tablecaptain@jfsvancouver.ca for additional templates, or any other questions or inquiries. We look forward to hearing from you.

Contact Information

Please contact Tamar Bakonyi at tablecaptain@jfsvancouver.ca

TEMPLATES

2023 Premier Table Captain – Sample Invitation for Hosting a Table

Dear [first name],

The Innovators Lunch is back!

I am excited to be hosting a table at the 17th Annual Innovators Lunch on Wednesday, May, 10th 2023 at Hyatt Regency Hotel. I believe in and support the work JFS does in our community and hope you will join me at my table as my guest. JFS provides case management, advocacy, emergency and food services, counselling, and seniors' support for at-risk community members 365 days a year. More than just a crisis response, JFS provides a consistent safety net for individuals in need, and has served meals and met the immediate needs of over 3,000 people in the last year.

The Innovators Lunch is a unique opportunity to learn about the difference JFS makes in the lives of community members every day. The event program is compelling and includes an innovative keynote speaker, a video, a delicious lunch, the opportunity to mingle, and more.

As my guest, there is no cost to attend the luncheon. If you are as moved by JFS's story as I am, you will be invited to make a gift in support of their work during the event.

All you need to do is reply to my email if you can attend - I'll take care of the registration for you. In the meantime, you can learn more at jfsvancouver.ca.

JFS Innovators 2023: Imagine the Future
Thursday, May 10th, 2023
The Hyatt Regency (655 Burrard Street, Vancouver)

Hope you can join me!
[Table Captain Name]

2023 Table Captain – Sample Invitation for Table Captain Who Invite Guests to Buy Their Own Ticket

Dear [first name],

The Innovators Lunch is back! I am excited to be a table captain at the 17th Annual Innovators Lunch on Wednesday, May, 10th 2023 at Hyatt Regency Hotel. I believe in and support the work JFS does in our community and hope you will join me at my table as my guest. JFS provides case management, advocacy, emergency and food services, counselling, and seniors' support for at-risk community members 365 days a year. More than just a crisis response, JFS provides a consistent safety net for individuals in need, and has served meals and met the immediate needs of over 3,000 people in the last year.

The Innovators Lunch is a unique opportunity to learn about the difference JFS makes in the lives of community members every day. The event program is compelling and includes an innovative keynote speaker, a video, a delicious lunch, the opportunity to mingle, and more.

Please click [HERE](#) to register.

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Hope you can join me!
[Table Captain Name]

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2023 Table Captain – Responses Message

YES! I will be your guest.

Thank you for joining me at the Innovators Lunch. I am so glad you will be able to join me and learn more about the great work JFS does. I have included the event information below for your calendar.

I look forward to sending you a reminder with directions and parking information in the days leading up to the luncheon. In the meantime, please let me know if you have any dietary requirements for your lunch.

Looking forward to lunching with you!

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MAYBE. Can I get back to you?

Thanks so much for considering my invitation – I know how busy you are, and I appreciate you checking your schedule. I am excited about the possibility of you joining me – I think you will really enjoy the event and the engaging keynote speaker. I have included the event information below for reference and I will check back with you in a couple of weeks. If there is a time you would prefer I check back in with you, please let me know.

Look forward to talking soon.

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NO. Sorry, I can't make it.

I am sorry that you will not make it. Hopefully, you can join me next year. If you have a moment, I encourage you to visit jfsvancouver.ca to learn about the amazing work this organization is doing in support of people struggling with poverty and mental health. I think you will understand why I am such a strong advocate of the vital work they are doing in our community. If you are inspired by what you learn, please consider making a contribution to JFS.

Your tax-deductible gift would be put to great use by providing food and immediate resources to people in need. If you have any questions, please let me know. Thanks again!

SOCIAL MEDIA

- Use the following tags in your social media posts:
 - **JFS Vancouver**
 - Instagram: @jfsvancouver
 - Facebook: JFSVancouver
 - LinkedIn: JFS Vancouver
 - Twitter: @JFSVancouver
 - **Anders Sorman-Nillson**
 - Instagram: @andersbygeorgsorman
 - Facebook: @Thinkquetank
 - LinkedIn: @anderssormannilsson
 - Twitter: @asormannilsson
 - **Austeville**
 - LinkedIn: Austeville Properties Ltd
 - **Shay (Shy) Keil**
 - LinkedIn: Shay (Shy) Keil
- Hashtag
Please use the hashtag **#JFSInnovators2023**
- **Photos & Videos**
Please visit the Table Captain guide at jfsinnovators.ca/table-captains for photos and videos