



Thank you!

Thank you for joining the KCLS Foundation as a Table Captain for our 2024 Literary Lions Gala. Table Captains play a pivotal role in ensuring that the Literary Lions Gala is filled with guests who have a passion for supporting libraries, literacy, and learning.

Your leadership, enthusiasm, and dedication to celebrate and support our libraries are crucial to the overall success of this event! We want you to have fun and enjoy the process of being a Table Captain. Our staff is here to support you every step of the way.

King County Library System Foundation's Literary Lions Gala

The Literary Lions Gala benefits KCLS Foundation's mission to support critical, innovative, and diverse programs and services throughout King County's 49 libraries by raising funds that support 69% of all library programming. This is also an opportunity to connect the KCLS Foundation with the community and supporters to share what amazing services the libraries can provide, thanks to Foundation funding.

The evening will feature a line-up of 20 distinguished authors who will be honored for their contributions, including keynote and best-selling author [Chris Bohjalian](#). This event is an opportunity to meet authors, connect with other book lovers & library supporters, and have the first chance to sign up for the 2024 Author Salon Series.



DATE & TIME: Saturday, March 2, 2024 | 5:30-9:30pm

LOCATION: Hyatt Regency Bellevue – [900 Bellevue Way NE Bellevue, WA](#)

AUDIENCE: Join library supporters, book lovers, civic leaders, sponsors, KCLS Foundation Board, Literary Lions Honorees, and community members to support libraries, literacy, and learning!

DRESS CODE: Festive Attire/Black Tie Optional

TICKETS: Early Bird Tickets \$300 through January 31st/ then \$325
Early Bird Tables \$2400 through January 17th/ then \$3000

[Tickets & Registration \(ejoinme.org\)](#)

TIMELINE: 5:30-6:30pm - Reception is open for all guests in the foyer outside the Grand Ballroom. Keynote and Literary Lions authors are available to sign and personalize books, which are available for purchase. Enjoy hors d'oeuvres and included wine (cocktails and beer can be purchased) purchase tickets to upcoming Author Salons, and mingle with other book lovers.

6:30-9:00pm - Guests enter the Grand Ballroom for a superb three-course dinner. The program includes recognition for the Literary Lions authors, information about KCLS Foundation funding, a call for support, and remarks from keynote author Chris Bohjalian.

9:00 to 9:30pm – Last chance to purchase books and have them signed by the authors as well as purchase any remaining Author Salon tickets.

KCLS Foundation Funding Priorities



Contributions to the Literary Lions Gala will empower and improve the future of our King County community through local libraries. This year, your support enables a wide range of programs within our four priority areas:

- 1 – Lifelong Literacy and Learning
- 2 – Community Outreach & Service
- 3 – Accessibility & Inclusion
- 4 – Library Innovation

Table Captain Expectations

- **Table Captains play a pivotal role and are key to our fundraising and friend-raising success.** As official ambassadors and hosts for KCLS Foundation’s Literary Lions Gala (LLG), each table captain plays an active role before, during, and after the LLG by sharing the mission and work of KCLS Foundation.
- **Table Captains can be anyone!** Individuals, partners/couples, friend duo, company, or affinity group that would like to host a table (or tables) during the 30th Anniversary of the LLG are welcome to do so.
- **Table Captains are asked to fill a table of 10.** You personally invite your guests and the KCLS Foundation team partners with you along the way to ensure your success. If you wish to purchase the table (or two or three), you may do so, but this is not a requirement. Often, Table Captains invite guests to join their table, requesting they purchase their own tickets.
- **Table Captains engage personal and professional networks.** Invite friends, family, neighbors, colleagues, and people from your affinity networks to join your table at the event.
- **Table Captains invite, engage, and express gratitude to guests.** KCLS Foundation will provide the strategies to help you successfully accomplish this!

Important Dates

January 8-31, 2024: Early Bird ticket registration - \$300 per guest

January 8-17, 2024: Early Bird Table registration - \$2400 per table

January 11, 2024: Table Captain Kick-Off at the Renton Library, 6:30pm

February 1, 2024: Regular ticket price begins - \$325 per guest

February 20, 2024: Please finalize all guests & meal choices

February 26, 2024: Author Salon sales open for gala ticket holders

March 2, 2024: Literary Lions Gala at the Hyatt Regency Bellevue, 5:30pm



Table Captains Step by Step Guide

- 1) **Sign up to be a Literary Lions Table Captain:** [2024 Literary Lions Gala Table Captain Sign Up](#)
- 2) **Be ready to share why you care about the KCLS Foundation:**
 - What connects you to libraries? Can you share your library story?
 - What KCLS programs or services are you most passionate about?

- Why should your guests join you in attending the gala and supporting KCLS Foundation?
- 3) Determine if you are purchasing your table or asking your guests to buy their own tickets.**
 - Purchase your table or ticket here: [Tickets & Registration \(ejoinme.org\)](https://www.kclsfoundation.org/ejoinme.org)
 - **Sponsors:** Depending on your sponsorship level, you will receive 4-10 complimentary tickets as one of the benefits of your sponsorship. You can register your guests with a special promo code we will send you or we can help you get them registered.
- 4) Create your Guest List:**
 - Think of people in your network who have the capacity to make a personally significant contribution to KCLS Foundation.
 - Consider family, friends, colleagues, neighbors, and other acquaintances who are/or could become passionate about how important libraries are to our communities.
 - **Sponsors:** Please consider inviting management, organizational leaders, partners, and clients to share how important supporting our libraries is to our communities.
 - Track your guests on our [Guest Tracker](#).
- 5) Begin inviting your guests:**
 - Use whatever method works best for you and your guests will respond to: email, phone call, in person, snail mail note card (KCLSF will provide these!), social media. We have found that a combination of these works best (invite by phone, follow up via email).
 - Feel free to utilize some of our templates and content in this toolkit or create your own.
 - Throughout this process, communicate the importance of the cause and your WHY, in ways that will connect the reason for the festivities to your guests.
 - If a potential guest says that they can't attend, encourage them to contribute to the KCLS Foundation mission with an online gift instead.
- 6) Consider how you will set an example as a supporter of KCLS Foundation:**
 - Make sure your guests know in advance that this event is fundraiser and that they will be asked to consider supporting the event by making a donation or another event contribution.
 - You can set a personal fundraising goal for your table to help motivate you and your guests.
 - You can make your own donation to set the tone and lead by example for your guests.
 - Share the reasons for your personal gift as inspiration for your guests.
 - Share the various ways your guests can support KCLS Foundation throughout the gala: purchasing their gala ticket, purchasing tickets to an Author Salon, buying books or wine magnums, and Raising the Paddle during the fundraising portion of the evening.
 - Although everyone will be asked to consider a contribution, there is no minimum and no maximum gift level. It will be our job to inspire your guests to give.
- 7) Keep your network and guests engaged and informed:**
 - Share the LLG website at www.kclsfoundation.org/llg2024
 - Follow our social media channels: [Facebook](#) & [Instagram](#) - like and share our posts.
 - Read some of our [Literary Lions'](#) books and get your guests excited about the authors they can meet at the gala.
 - Plan on contacting your guests again via phone or email a few days before the gala, let them know that you are looking forward to seeing them and invite them to ask any questions.
- 8) Prepare for the big night:**
 - Confirm that your guests have registered! You can check registration status by contacting Karine: email kroettgers@kclsfoundation.org / call 425-369-3290.
 - Think of ways to personalize your table/your guests' experience.
 - Plan to arrive at the venue about 15 minutes early to acquaint yourself with the event layout and features.
- 9) Enjoy the evening!**



- You will have the opportunity to set out personal gifts or other customizations for your table(s) before your guests are seated for dinner.
- Enjoy your role as host, encouraging your guests to mix and mingle, visit with and purchase books from our Literary Lions, and to snag tickets to an Author Salon.
- While everyone is seated in the ballroom, thank your guests for their attendance and remind them of your WHY, and the reason for our festivities.

10) Post Event:

- Personally reach out to your guests right after the Gala to thank them for their attendance, participation, and personal donation.
- Share any post-event communications, photos, and fun stories with your guests. Encourage them to stay connected to KCLS Foundation, invite them to an Author Salon or to be a Table Captain next year!
- KCLS Foundation staff will share event photos, the fundraising total, and tax receipts with all guests following the event.
- Share the news about the event (how much raised/what supporting KCLS Foundation means to you) within your network to help spread the enthusiasm for others who might be interested in attending next year.

Ideas to Engage and Acknowledge Your Guests

- Create a book club with your guests, collectively reading one of this year's Literary Lions' Authors. This is a great way to get conversation started before and then during the event!
- Send regular emails or texts with reading suggestions based on the Literary Lion authors and their books. This is an opportunity to motivate your guests and talk about books – many of which will be available for purchase during the gala.
- Be sure to send an email to your guests a few days prior to the event to welcome them in advance and answer any questions they may have.
- Arrange a meeting place with your guests at the gala so you can greet them and answer any questions about the evening.
- Create a theme for your table. You can base it on a certain book, characters, genre, or whatever would be fun for your group and event ask your guests to incorporate the theme (or a color!) into their evening attire to further customize your table.
- Curate your table: you can add a small gift to each place setting (book from a Literary Lion or literature, library themed token. Etsy.com has lots of amazing ideas) or decorate based on a theme.
- A personalized, hand-written thank you note for each guest at the table will go a long way, on its own or along with a small gift.
- You can offer guests at your table a fun prize won by a random drawing. Each guest enters the drawing by writing what they loved at the event and what they would like to see at a future event, along with their name. Then you draw one at the end of the evening so that one lucky guest will receive a table prize. The prize could be a bottle of wine, or perhaps a book or two, or maybe a literary-type game... something fun.
- Prep your guests on who they will be seated with; make introductions that evening or prior to the event via email.



Communication Templates

Personal Invitation - Version #1: **Table Captain is Purchasing/Sponsoring the Table**

Dear [Name],

I would like to invite you to be my guest at the Literary Lions Gala on March 2, 2024. This is one of my favorite events of the year, hosted by an organization that I care a lot about, the King County Library System Foundation. The KCLS Foundation raises funds to support 69% of King County Library System programming. Supporting our libraries and the KCLS Foundation means a lot to me because (You can say why here).

This year marks the 30th anniversary of the Literary Lions Gala, honoring 20 authors, including Keynote and best-selling author Chris Bohjalian. You will have the opportunity to support the KCLS Foundation and learn more about the programs they fund, as well as make new connections and meet amazing authors. It will be a joyous evening in celebration of libraries and community, I hope that you can join me!

Personal Invitation - Version #2: **Table Captain is hosting and asking guests to purchase their tickets.**

Dear [Name],

I would like to invite you to the Literary Lions Gala on March 2, 2024, one of my favorite events of the year! The KCLS Foundation organizes this event to raise money for King County Library System programs. Supporting our libraries and the KCLS Foundation means a lot to me because (You can say why here).

This year marks the 30th anniversary of the Literary Lions Gala, honoring 20 authors, including Keynote and best-selling author Chris Bohjalian. You will have the opportunity to support the KCLS Foundation and learn more about the programs they fund, as well as make new connections and meet amazing authors. It will be a joyous evening in celebration of libraries and community, I would love to have you join me at my table, please register and buy your tickets here: [Tickets & Registration \(ejoinme.org\)](https://ejoinme.org).

Sincerely,

[Your Name]

Reminder to RSVP

Dear [Guest Name],

You should have received an email from me recently about the Literary Lions Gala, an event supporting the King County Library System Foundation. I'd love it if you would join me to learn more about the wonderful work that the libraries are doing to support our King County communities. This year we will be celebrating the 30th anniversary of the Literary Lions Gala and hearing from Keynote and best-selling author Chris Bohjalian. Please let me know as soon as possible if you will attend so that I can save a seat for you at my table. The gala takes place on Saturday, March 2, 2024 at the Hyatt Regency Bellevue from 5:30 to 9:00pm and includes a wonderful reception, dinner, and the opportunity to meet some of our area's top authors. If you are interested in supporting the King County Library Foundation but are unable to attend, you can make a gift online here:

Thank you, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

Gift in Lieu of Attending

Dear [Guest Name],

I'm sorry that you're unable to join me for the Literary Lions Gala on March 2, 2024. In lieu of attending the event, I hope that you will consider making a financial gift to the King County Library Foundation to help support their mission to fund the future of libraries. The KCLS Foundation financially supports 69% of all library programming, providing accessible and inclusive programs, community outreach & services, lifelong learning and literacy opportunities, and innovative library development. I am honored to support this organization, and I hope you'll join me by considering an online donation: _____ or learning more. Thank you for your support!

Sincerely,

[Your Name]

Sharing on Social Media

- Create a video or written post about why you care about the work that KCLS Foundation does.
- Share your library story and connect it to supporting the KCLS Foundation at the Literary Lions Gala.
- Share a post about one of the Literary Lions books that you have read and what it meant to you. Mention that you are excited to meet the author at the gala on March 2, 2024.
- Share your experiences attending the Literary Lions Gala.

Sample Messages

I am excited to attend the 30th anniversary of the Literary Lions Gala on March 2, 2024 at the Hyatt Regency Bellevue. Every year, I look forward to meeting local authors, hearing from the keynote (this year is best selling author Chris Bohjalian), and learning about the programs that the KCLS Foundation is raising money to support. I always feel uplifted by the work that we are doing to support our libraries and communities. #LLG2024 #LiteraryLionsGala #LibrariesChangeLives [Literary Lions Gala 2024](#)

This March 2nd, I'm excited to support the King County Library System Foundation and the future of our libraries by attending the 30th anniversary of the Literary Lions Gala. Find out more here: [Literary Lions Gala 2024](#)

Save the Date Graphic

You can use this [Save the Date Graphic](#) to share on social media or in an email.

Contact Information:

If you have questions along the way, are new to being a Table Captain and need some extra support, don't hesitate to contact us so we can find time to connect with you and assist.

Karine Roettgers (she/her)
Corporate Engagement and Events Specialist
kroettgers@kclsfoundation.org
Office: 425.369.3290
Mobile: 206.450.4266

Jessica Carso (she/her)
Director of Donor Relations
Jcbhuiyan@kclsfoundation.org
Office: (425) 359-3225
Mobile: (425) 606-7055