

ANNUAL COMMUNITY & FUNDRAISING

BREAKFAST

May 6, 2026
McGavick Conference Center



2026 Table Host Toolkit

Thank you for your interest in being a Table Host for CIS Lakewood's Annual Community & Fundraising Breakfast

Community In Schools of Lakewood Mission:

To surround students with a community of support, empowering them to stay in school and achieve in life, while ensuring all kids have what they need to realize their potential.

CIS Lakewood Annual Community and Fundraising Breakfast:

The Breakfast is our annual fundraising event that benefits all students in Clover Park and Franklin Pierce school district. This event is an opportunity for new supporters to learn about Communities In Schools and get connected to our vital work. Acting as a table host at our breakfast is a zero-cost way to increase your impact on Communities In Schools' fundraising goals. As a table host, you are an ambassador for Communities In Schools; you will need to be able to explain what the organization does and invite guests from your social network who may be interested in the mission and have the capacity to give.

Breakfast Schedule:

WEDNESDAY, May 6

8:30 AM | Breakfast Begins

9:00 AM | Program Begins

10:00 AM | Program Concludes



Questions?

CONTACT

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Executive Director, CIS Lakewood

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getting started



Brainstorm a list of people you could invite. Friends, neighbors, or business contacts interested in issues that touch our work or who are employed in a field related to our work may be ideal guests!



Tables seat 10 but you can extend invitations to more people if you believe they may want to support Communities In Schools of Lakewood. If you end up with more than 9 guests, we will seat additional guests at a nearby table.



Invite your prospective guests over the phone, through email, or in person.



CIS Lakewood will provide you with a **digital invitation** to email to your invitees. Feel free to use our **email invitation template** as a starting point.



TIP! Let your invitees know why you care about CIS Lakewood!



If potential guests say they can't attend, encourage them to still contribute to the success of the Breakfast by making a donation **HERE.**

checklist

table host checklist

[1] INVITE & REGISTER YOUR GUESTS

Please register your guests online by April 10: [Registration Link](#). Your guests can register themselves online if that is more convenient for you and them. There is no cost for your guests to attend the breakfast, but a minimum donation of \$250 is suggested.

[2] LEAD A GENEROUS TABLE

Be upfront about the event being a fundraiser. Let your guests know we will be asking them to make a generous donation for CIS Lakewood near the end of the program. Suggest guests consider making a gift that day. CIS Lakewood will be honored with whatever contribution your guests are willing to make.

[3] REMIND YOUR GUESTS

Follow up! People get busy and forget to RSVP even though they have every intention of attending the event. Plan on contacting your guests again via phone or email a few days before the Breakfast – let them know you're excited to see them at the event.

Last-minute cancellation? Try to find a replacement. Check over your original prospect list and make some calls. Please try to let us know about changes or vacancies so that we can plan accordingly.

[4] GREET YOUR GUESTS

Please arrive at the McGavick Conference Center by 8:00 am to check in and be at your table to greet your guests. As guests arrive, we will check them in and hand them their name tag, you will receive an envelope to collect pledge cards, which is the fundraising portion of the program. We will then direct your guests to your table as they arrive. The program will begin promptly at 9 am.

[5] THANK YOUR GUESTS

Thank your guests for supporting Communities in Schools of Lakewood. CIS Lakewood will thank your guests for their generosity after the event, but the personal touch of a note, call or email from you goes a long way.

[6] AFTER THE EVENT

Your guests will be hearing from CIS Lakewood to thank them for their gifts. Please feel free to check in with them as well and thank them for their support. Please let Jesi know if you or any of your guests would like to learn more on how to support Communities in Schools of Lakewood.