



Table Captain Communication Templates

EMAIL INVITATION TEMPLATE

Subject: You're Invited: PAWS Wild Night – A Special Evening for a Great Cause!

Dear (NAME),

I am delighted to invite you to join me for Wild Night, a truly special annual event dedicated to supporting the animals of PAWS. I am a Table Captain and would love you to join me at my table! This year's event promises to be an unforgettable evening with a three-course dinner, a live and silent auction, and plenty of opportunities to support a cause that is close to my heart.

Event Details:

Date: Saturday, October 5th, 2024

Time: 5:00 p.m. VIP Reception

6:00 p.m. General Admission

7:00 p.m. Dinner and Auction

Venue: Fremont Studios. 155 N 35th St, Seattle, WA 98103.

To secure your spot at our table, please purchase your ticket using our Group Name: (YOUR GROUP NAME). You can [purchase tickets here](#).

For those seeking an extra special evening, you can purchase a VIP ticket and join me at the VIP reception to relish up-close puppy snuggles, a hosted bar, and delectable hors d'oeuvres.

For more information about PAWS and their incredible work, feel free to visit their website at paws.org.

I'm looking forward to sharing this joyous evening with you. If you have any questions or need assistance with the ticket purchase, just let me know.

Together we can help dogs, cats and wild animals go home and thrive!

EMAIL GUEST CONFIRMATION

Subject: I'm thrilled you're joining me for PAWS Wild Night!

Dear (NAME),

Thank you for joining me at PAWS Wild Night to support programs to rehabilitate wildlife and find homes for homeless cats and dogs on Saturday, October 5, 2024, at Fremont Studios. Whether you're arriving at 5:00 pm for the VIP Reception or 6:00 pm for General Admission, I will be there to warmly welcome you!

Please let me know if you have any questions about the event. Looking forward to sharing this special event with you!

With gratitude,

(YOUR NAME)

EMAIL GUEST CONFIRMATION

Subject: You will be missed! Here's another way to support PAWS.

Dear (NAME),

I'm sorry you won't be able to join me at PAWS Wild Night. You will be missed!

In lieu of your attendance, please consider making a gift to PAWS. Your support would mean the world to me, as PAWS is near and dear to my heart. You can be a hero for an animal in need by visiting www.paws.org/donate/

You can learn more about PAWS lifesaving work at paws.org.

I appreciate your consideration, and again, I'm sorry to miss you in October.

Kind regards,

(YOUR NAME)