



## Table Captain Timeline

**February** BSF mails Save the Date postcards to everyone who has attended Spring for Schools in the past several years.

Spread the word! Use the Save the Date email to contact potential guests.

**Register guests any time** - no need to wait until your table is full. [www.bsfdn.org](http://www.bsfdn.org)

**March** Use the invitation email to invite guests to join your table.

**April 16** Printed invitations available for those who request them.

Someone going out of town, or can't attend? Give them an invitation—they can use the RSVP card to make a donation!

**Late April** Be thanked and celebrated at the annual Table Captain Inspiration Party at Ruth's Chris Steak House. Wine tasting, mingling, and inspiration from a student who has benefitted from BSF programs. Look for your invitation in the mail.

**May 7** **Deadline to register your guests.** Registering guests on time helps us prepare seating assignments, and ensures smooth check-in at the luncheon.

**May 17** Call your guests to confirm their attendance, plan parking and thank them for their support. If one of your guests must cancel, you'll have plenty of time to fill the seat—or notify BSF so we may seat a guest in their place.

**May 27** **The big event!** Plan to arrive at 11:15 to check in and be available to greet your guests. The program will start promptly at Noon and end by 1:30 pm.

**Questions?** Don't hesitate to contact us with any questions! (425) 456-4199 • [info@bsfdn.org](mailto:info@bsfdn.org)

**Thank you for all your work to make Spring for Schools a success!**

[www.bsfdn.org](http://www.bsfdn.org)

**Transforming Education. Supporting Students.**