****Table Captain Timeline

**April 2, 2018:** Registration Opens

All Table Captains will receive a guest registration link via email.

 **April 27, 2018**: Online Auction Opens. If you invited guests who cannot attend the events, please let them know about the online auction. <http://isfdn.org/auction>.

**April 30, 2018** Registration Closes

Please make sure to enter all guest information and submit your form by this date.

Any changes to your guest list made after registration closes need to be emailed to becky@isfdn.org

 **May 7, 2018**: The Nourish Every Mind team will send emails to Luncheon guests. Feel free to send your guests a personal email about carpooling to the event, or a simple “looking forward to seeing you.”

 **May 7, 2018**: Online Auction Closes.

**May 10, 2018**: ***Nourish Every Mind Luncheon***

* Plan to arrive early, preferably by 11:00 am. Doors open at 11 am.
* Parking cost at Meydenbauer is $8.
* Remind guests to grab their name tag on their way in and visit the various displays.
* Program will begin at 12:00 pm and end by 1:00 pm.
* DO NOT DISTRIBUTE the donation forms until asked to do so. An “ask” will be made from the podium.
* Thank your guests for attending and supporting the Issaquah Schools Foundation.

**May 17, 2018**: The Nourish Every Mind team will send emails to Breakfast guests. Feel free to send your guests a personal email about carpooling to the event, or a simple “looking forward to seeing you.”

**May 22, 2018: *Nourish Every Mind Breakfast***

* Plan to arrive by 7:00 am.
* Remind guests to grab their name tag as they enter. There will be coffee before the buffet line starts.
* Program will begin at 7:30 am and end by 8:30 am
* Packets with donation forms for your guests will be on your table(s).
* DO NOT DISTRIBUTE the donation forms until asked to do so. An “ask” Will be made from the podium.
* Thank your guests for attending and supporting the Issaquah Schools Foundation.

**Thank You for your work on behalf of the Issaquah Schools Foundation!**

 **Contact Information**

**Table Captain Lead:** Trisha Marshall tsm0507@gmail.com

**Last Minute TC Guest Updates:** Becky Walker becky@isfdn.org
***Nourish Every Mind*** **Event Lead:** Carolyn Kennedy c.kennedy@isfdn.org