



PopUp! for Women & Girls

Wednesday, December 9, 2026

Museum of Science & Industry

5:00 pm - 8:30 pm

*Heavy appetizers & drinks provided
Festive Attire*

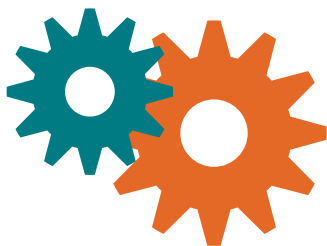


Table Host Toolkit



Event purpose

PopUp! for Women & Girls brings together up to 300 guests for an inspiring evening that introduces people to the power of collective giving, while spotlighting nonprofits serving women and girls across Washington. The event also invites guests to support Washington Women's Foundation (WaWF) during a special fundraising moment at the end of the evening.

Your role is important!

1. Recruit and fill your table with people who care about supporting women and girls in Washington, especially those who are new to WaWF and interested in learning about the power of collective giving.
2. Welcome guests and foster connections by creating a warm, inclusive atmosphere and encouraging conversation throughout the evening.
3. Support the giving moment by helping guests understand the opportunity to make an impact, while ensuring they feel informed, inspired, and invited to experience the joy of community-driven, valued aligned giving.



Tips on filling a table of 8

- Invite friends, family, colleagues, and school or club associates. Think of all the people you know in all the different areas of your life.
- Even though your table seats 8, plan on recruiting 9. Sometimes schedules change and a guest has to cancel as the event approaches. If they don't, tables can easily fit up to 10 guests.
- Encourage guests to invite a friend to come with them, cutting your work in half!
- Team up with another Table Host to co-host and share all the hosting responsibilities.
- Don't worry! If you are unable to fill your entire table, we can consult with you on either matching you with another Table Host in the same position or with individual attendees.
- Personal asks are a great way to begin filling your table. Below is a sample invite to use via email or text. Don't be shy! Follow up via phone!

Sample Invites

Text

Hi [Name]! I'm hosting a table at PopUp!, a fun, one-night event that introduces people to the power of collective giving while supporting nonprofits serving women and girls across Washington. I'd love for you to join me as my guest and learn more about WaWF. Are you available on Wednesday, December 9th, 5-8:30 pm at MOHAI? One note: PopUp is also a fundraiser for WaWF, with an optional giving opportunity at the close of the event.

Email

Hi [Name],

I'm hosting a table at PopUp, a fun and inspiring evening that introduces people to the power of collective giving and highlights nonprofits serving women and girls across Washington.

I'd love for you to join me as a guest at my table. It's a great opportunity to learn about Washington Women's Foundation (WaWF) and see how collective philanthropy can make a meaningful impact.

One note: PopUp! is also a fundraiser for WaWF, with an optional giving opportunity at the close of the event.

I hope you can join me on Wednesday, December 9th at 5-8:30pm at MOHAI. Let me know!

With gratitude,
[Your Name]

Logistics

How to register your table

1. [Go to this link to register](#) yourself and your guests
2. Compile your list of guests and send kim@wawomensfdn.org their full names and emails – if you can, it would be great to include their addresses so that we can send a physical thank you.

Getting to the event

MOHAI is located at the south end of Lake Union. For those driving, the closest public parking is the paid Seattle City parking lot at Valley Street and Terry Avenue N. MOHAI also provides a map of nearby parking options. Guests taking transit can easily reach the museum via several King County Metro bus routes or the South Lake Union Streetcar.

- Parking Options: <https://mohai.org/visit/#parking>
- Public Transit Trip Planner: <https://tripplanner.kingcounty.gov/#/app/tripplanning>





Day-of PopUp!

What to expect upon arrival?

Guests will check in at registration starting at 5 pm and receive a name tag with their table assignment. We encourage Table Hosts to arrive early to greet guests and set out any special touches on your table. The hour-long reception takes place in the Faye G. Allen Grand Atrium, a stunning four-story space where guests can enjoy passed appetizers, open bars, and museum exhibits before the program begins promptly at 6 pm.

Table Host packet at your table.

We will place a Table Host packet at your table *for your use only*. At the end of the program, everyone will be invited to support our work. When prompted from the stage, please distribute the tri-fold cards and envelopes from the packet around your table. Once guests finish, collect the completed materials, place them back in the envelope, and hand the packet to a staff member or volunteer circulating throughout the room.

Unable to attend?

If someone you invite cannot attend but would like to support WaWF, send them our [donation page link](#) in lieu of attending with a huge thank you! You might ask if they want to contribute to the night's matching gift to inspire others to give. We welcome all match supporters!

Questions? Contact Kim Christensen at (206) 844-2177 or kim@wawomensfdn.org.