



Dear [INSERT NAME]:

[INSERT PERSONALIZED OPENING... ask after their work/family/etc...]

This year, I am excited to host a table for Grand Rapids Civic Theatre's **Bright Lights on Civic** luncheon on May 13, 2026. Civic Theatre is near and dear to my heart, and their mission of creating opportunities for people to engage with live theatre truly adds to our vibrant community. If you're available, I would love to have you join me as a guest at my table.

Filled with fun and upbeat entertainment (this is live theatre after all!), a couple testimonials from those whose lives have been impacted by Civic Theatre – this event is sure to delight and inspire. I'd love to have you join me **May 13, 12:00 - 1:00 pm, at The Gilmore in Comstock Park.**

There is no cost to attend but there will be an opportunity to support Civic Theatre's impactful work in our community if you are inspired to do so. Please let me know if you can make it by April 30. I'd love to have you at my table!

Thank you – See you at Bright Lights!

→ **If they RSVP Yes:**

Hi [INSERT NAME],

Wonderful, glad you can join me for this special event! I'll be in touch before the event with reminders about time and parking. In the meantime, could you please send me your contact information (email, phone and mailing address) and any dietary restrictions? Vegan and GF lunch options are available.

Thank you!

→ **If they RSVP No:**

Hi [INSERT NAME],

Thanks for letting me know you are unable to attend this year's Bright Lights. I hope you can join me at a future Civic Theatre event to experience first-hand the impact of live theatre in our community. I'll let you know of any upcoming events!

Thank you,
[NAME]

P.S. Thank you for your support of Civic Theatre's mission! If you would still like to donate, we accept online donations at www.grct.org/donate.