



Table Host Instructions

Fundraising Banquet, November 10, 2022

6:30 P.M. Doors Open
7:00 P.M. - 9:00 P.M. Dinner and Program

Thank you so much for serving as a banquet table host! This evening would not be possible without you!

This packet should contain:

- Pledge cards
- Envelopes
- Pens

See the registration table just outside the ballroom entrance if you need additional supplies or need an additional name tag.

Near the end of the evening:

- All table hosts will be instructed to distribute the gift/pledge cards to guests at your table. Please wait for this announcement before distributing the cards, envelopes, and pens.
- Return contribution envelopes (for privacy) from your guests to the packet and drop in a basket with one of our staff members at an exit door.

Additional information if needed:

- Nametags should have been provided to guests as they enter.
- If needed, rest rooms are located outside the back doors (south) of the ball room.
- Encourage your guests to keep the Ruth Harbor pen.
- To honor your commitment of time and that of your guests, the program will begin part way through the meal. Guests are encouraged to continue enjoying the meal during the presentation.

Your leadership role in our evening is a blessing!