



Annual Fundraising Banquet Table Host Timeline

Before you begin inviting Guests:

- Prayerfully consider who you might invite. Sometimes the person you least expect, is the very person God has prepared to come and give.
- Focus on couples! Husbands and wives tend to make major financial decisions together, and donations go up when they attend as a pair.

Begin contacting your potential guests. Tell them:

- Date, time, place and that each table holds 8 guests (8 includes you as a table host)
- No charge to them, the banquet is underwritten ahead of time.
- It is a fundraising banquet! They will have an opportunity to give, so please bring a checkbook and/or credit card.
- An elegant evening for adults only (We request that no children attend).
- Dress: Business Attire.

After receiving a "yes" from your invited Guests:

- Utilize your "Registration Email" link that was sent to you when you registered as "Table Host" for the banquet. Send direct invitations from there. It will automatically link them to your Table.
- When your guests register, we will send an invitation card in the mail as a follow-up.
- Banquet details are included on the invitation card.

3 Weeks before banquet (Tuesday, August 30th) - Complete your Guests List

- Begin finalizing any seats at your table that have not been filled by now.

1 Week before banquet (Tuesday, September 13th) - Reconfirm your Guests List

- Finalize seating this week-critical crunch time.
- Make every effort to fill your table if someone cancels.
- Suggestion: Have 2 "back-up" couples in mind you may be able to ask if you have others cancel.

4 days before Banquet (Friday, September 16th) - Call Guests

- Call or Text your guests to remind them of the upcoming banquet
- Remind them that seating begins at 6:30pm with dinner at 7:00pm
- Don't be afraid to ask them to bring their checkbooks and/or credit cards; guests appreciate knowing ahead of time that they'll have an opportunity to give.

Evening of the Banquet Tuesday, September 20th - Attend Banquet at the Grand Hall!

- Join Banquet Underwriters and Table Hosts for a VIP Hour and prayer with our National Speaker at 5:30 pm (if possible)
- If not attending VIP hour, arrive at The Grande Hall by 6:20 to find your table and be present to welcome your guests.
- Locate your **Table Host Envelope** at your table; verify it contains name tags, a table register, and pens
- Greet your guests, hand out name tags and register them on the table register form in your packet; make necessary address changes.
- When directed from the podium, pass out pens and pledge cards. Directions for completion will be given from the podium.
- After pledge envelopes are completed, pass the (Large White Envelope) Table Host Packet for your table around to collect pledges.
- Immediately after closing prayer, (Large White Envelope) take the Table Host Packet to the stage area where containers will be available for collection by The PRC staff members.
- Thank You!