



Table Host Information Packet

FUND RAISING BANQUET

*Way * Truth * Life*

February 21, 2019

6:00pm Seating

6:30-8:30 Program

January 2, 2019

Dear Table Host

Thank you for agreeing to host a table at this year's Heart of Hope Annual Banquet! You are the **key** to the success of this annual fund raising effort which generates the financial support to fulfill our mission – providing a home where children are given life and their moms a second chance.

Please note the following important tasks as a Table Host:

1. First, register to attend the banquet as a Table Host by visiting our website www.heartofhopeministry.org or <https://secure.ministrysync.com/ministrysync/event/?e=13024>
2. There is an easy way to invite guests at the same time you register yourself as a guest. You will simply need to know their email address.
3. You will be responsible to fill a table of 10 people, including yourself.
4. You will be the contact for your guests.
5. You can call your guests and/or send invitations via Ministry Sync's email

Calling

“Making a personal touch”

1. You will follow up the emailed invitation with a phone call.
2. Ask them if they have received their invitation to the Heart of Hope Banquet via email. If they have not received an email invitation, they can go to www.heartofhopeministry.org and register *online*.
3. Make it clear that there is no cost to the Banquet but that this is a fund-raiser. They will have the opportunity to see and hear about the ministry of Heart of Hope. At the end of the evening, a brief presentation of the financial needs will be made. It will not be high pressure. There is no obligation to give but they need to know it is a fund-raiser.
4. Ask your guest if they could please register themselves regarding their attendance to the banquet through the electronic invitation they have received.
5. Adults only, as seating is limited.

R.S.V.P. Deadline

Friday, February 15th

It is very critical that everyone who plans to attend the banquet register online. If we do not have their information online then we can only assume they are not attending.

Please make this process clear with your guests so that we can appropriately greet them the night of the banquet and make sure that they are comfortably seated.

Confirm With your Guests

Tuesday, February 19th

Please call your guest the week of the banquet to confirm, remind, and let them know that you are excited to be with them. Let them know that we are counting on them. If there is a cancellation or substitution, please call or email the office (see above). This ensures that we have an accurate count and also helps us make the proper adjustments for late additions or changes. Thanks!

Night of the Banquet

Thursday, February 21st

Seating begins at 6:00 pm. Please arrive about 10 minutes early to have the opportunity to greet your guests. The program will begin promptly at 6:30 pm. There will be a table set up in the foyer with your Table Host Name and Table Number. Inform your guests to look for your name and the number beside it will indicate the table they are seated at. When our guests enter the banquet room, there will be HOSTS helping to find their table. Relax and enjoy the evening!

At the end of the evening, the keynote speaker will make a financial appeal. He will ask that each person fills out a card for attendance purposes. Please make sure all your guests place their pledge cards into the large white envelope on your table. Thanks!