



TABLE HOST INFORMATION

We are grateful for your interest in being a Table Host at our **Champions for Life Banquet** on Thursday, November 02, 2023.

As a Table Host, you have an essential role! We have 35 tables to fill. As you prayerfully think about who to invite to fill your table, please consider individuals you believe would be interested in this ministry. You may host more than one table. Each table seats eight people. Please use the following steps as a plan of action:

1. CONTACT MARCIE

Let Marcie at 573.578.5306 know that you want to be a table host and how many tables to reserve. You will receive a table number.

2. PRAY

Pray that this event would glorify our Father. Pray that the guests will be encouraged, inspired, and feel appreciated. Pray for our speaker and client testimonies. Pray for the technology! Pray God will show you who to invite. Finally, pray we reach our fundraising goal.

3. INVITE

As you invite your guests, please give them the flyer with the event details or make sure they know the date, time, and place. Seating starts at 5:30 PM. No children, please. We welcome college students.

4. REGISTER GUESTS

You can register a guest online or by paper.

ONLINE PROCESS

1. Get your guests name, phone, and email.
2. When you register your guests ONLINE and include their email, they automatically receive an email confirmation and an email reminder about the banquet a week before the event.
3. Register your guests at <https://riverwaysprc.org/banquet-rsvp/>.
4. Enter the registration for all guests by **Monday, October 30**.
5. If your table(s) is full and you have friends who desire to attend, please register them under **Don't have a table host yet?** We will be happy to place your friends at other tables.
6. Text/email the first and last name of cancellations to 573.578.5306 or marcie@riverwaysprc.org.
7. After October 30, we will start to fill the empty seats with those who want to attend but were not contacted by a table host. After October 30, call or text any changes to your list.

MANUAL PAPER PROCESS

1. Use this sheet to track your guests the following pages to track your guests.
2. Email, text a picture, or call in the information no later than October 30th to marcie@riverwaysprc.org or 573.578.5306.

5. REMIND YOUR GUESTS A WEEK BEFORE

A week before the banquet, call or text your guests with a courtesy reminder. Text me the first and last names of anyone who cancels.

6. ARRIVE AT THE BANQUET EARLY

Please arrive no later than 5:30 PM. Check in at the registration table. Enter the banquet room and find your table(s). Please silently pray for the event. If you can gather with another table host to pray, please do. Guests will be arriving at 5:30 PM. If they have your table number, they will be directed to join you at the banquet. If they don't have the table number, they will be directed to central checkin in the foyer.

7. TAKE ATTENDANCE, ENJOY BEING A TABLE HOST

Introduce your guests to one another and make them feel comfortable. We may need to seat walk-ins at various tables with unfilled seats. Introduce yourself to them and help them feel welcome.

You will have an envelope with names of those assigned to your table. Please mark the sheet to reflect an accurate attendance. Inside the envelope are giving cards. When the speaker prompts, distribute giving cards to everyone at your table and collect them afterwards. Give your envelope containing the giving cards to Michelle Sirois or Mary Lee after the event.

We appreciate your willingness to partner with this ministry. It means more than we could ever convey! We look forward to enjoying this special event with you and seeing how God touches lives.



Marcie Thomas
Executive Director

