



TABLE HOST INFORMATION

We are grateful for your interest in being a Table Host at our Annual Fundraising Banquet on **Tuesday, October 07, 2025.**

This year's theme is **Standing in the Gap**, based on Ezekiel 22:30: "I looked for someone among them who would build up the wall and stand before me in the gap on behalf of the land..."

Our guest speaker is award-winning musician, Mark Shultz. Mark was adopted when he was two weeks old and raised by loving parents. Please see the Banquet Flyer for more about Mark.

As a Table Host, you have an essential role! We have up to 40 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

Make sure Marcie knows you want to be a table host. Call or text 573.578.5306 so she can add you to the list.

2. PRAY

Please bathe this event in prayer. 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 high school and college students.

4. REGISTER GUESTS

You can register a guest online or by paper.

ONLINE PROCESS

1. Register your guests name and phone at <https://riverwaysprc.org/banquet-rsvp/>.
2. Enter the registration for all guests by **Wednesday, October 01, 2025.**
3. 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.
4. Text/email the first and last name of cancellations to 573.578.5306 or marcie@riverwaysprc.org.

5. After the deadline, we will start to fill the empty seats with those who want to attend but were not contacted by a table host. Call or text any changes to your list.

MANUAL PAPER PROCESS

1. Use the RSVP sheet to track your guests.
2. Email, text a picture, or call in the information no later than **Wednesday, October 01, 2024** to marcie@riverwaysprc.org or 573.578.5306.

5. YOUR TABLE NUMBER

After we receive everyone's RSVP list, we will issue table numbers and a schematic of the table layout. I will text, call or email the table number to you. It's important to provide the table number to your guests so they can find your table quickly.

6. 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.

7. ARRIVE AT THE BANQUET EARLY

Please arrive no later than 5:30 PM. Enter the banquet room and locate 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 and a copy of the schematic, they will easily find you. If they don't have the table number, they will be directed to central checkin in the foyer.

8. 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 accurate attendance.

Inside the envelope are donation cards. At the end of the evening, when the speaker prompts, distribute the cards to everyone at your table and collect them afterwards. Give your envelope containing the giving cards to a board member or myself 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

Marcie Thomas
Executive Director