



TABLE HOST INFORMATION

We are grateful for your interest in being a Table Host at our Annual Fundraising Banquet. Our banquets serve two major purposes; to increase awareness in the community about our mission and services and second, to help us raise funds to cover our operating costs the following year.

This year's banquet theme is **Love is a Choice**. We are excited to announce that Al and Lisa Robertson, beloved members of the Duck Dynasty family, will be our featured guests at the 2026 Annual Banquet on Thursday, October 15, at the Salem Community Center.

Hosts and Underwriters will have an opportunity to meet Al & Lisa and have their photograph taken before the banquet begins. Details to follow as we get closer to the event.

WE HAVE A NEW PROCESS THIS YEAR

YOU WILL STILL REGISTER YOUR GUESTS BY SENDING THEIR INFORMATION TO ME OR BY ENTERING THEIR INFORMATION IN THE WEBSITE. HOWEVER, ON THE NIGHT OF THE BANQUET, THEY WILL NEED TO CHECK-IN AT THE REGISTRATION TABLE AND RECEIVE A WRIST BAND BEFORE ENTERING THE FOYER.

DUE TO THE POPULARITY OF THE GUESTS, WE ARE TRYING TO KEEP WALK-INS FROM SITTING AT TABLES THAT HAVE BEEN RESERVED.

PRE-BANQUET

As a Table Host, you have an essential role! As you prayerfully think about who to invite to fill your table, please consider individuals you believe would be interested in this ministry. The meal is free, but we do ask for a donation at the end of the evening.

PRAY

Scripture reminds us that with God all things are possible. Please bathe this event in prayer. Pray that this event would **glorify our Father**, and that your **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.

INVITE

Your table seats 8. As you invite your guests, please give them the flyer with the event details. **They will need to register this year at the door. Seating starts at 5:45 PM.** No children, please. We welcome high school and college students.

REGISTER GUESTS (online or by paper)

1. Register your guests name and phone at <https://riverwaysprc.org/banquet-rsvp/>.
2. Alternatively, fill out the RSVP paper form. Email, text a picture, or call in the information. My cell is 573.578.5306.
3. The deadline for registration is **Friday, October 09, 2026**.
4. If your table is full and you have more friends who desire to attend, let me know.
5. Text/email the first and last name of **cancellations** or **changes**.
6. 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.

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. **Give the table number and the table layout to your guests so they can find your table quickly. HOWEVER, THEY STILL MUST CHECK-IN AND GET A WRISTBAND AT THE TABLE IN THE FOYER.**

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.**

BANQUET NIGHT

ARRIVE AT THE BANQUET EARLY

We are arranging a meet-and-greet for our table hosts. Arrive no later than 5:15pm for the meet-and-greet. I will have more details for you closer to the event.

If you are not attending the meet-and-greet, please arrive by 5:30 pm. Enter the banquet room and locate your table(s). Most guests arrive around 5:30 PM. If they have your table number and a copy of the schematic, they will easily find the table. **MAKE SURE THEY GOT THEIR WRISTBAND.**

TABLE HOSTING DUTIES

Before the Program Begins

- **Introduce Guests:** Greet everyone at your table with a smile and make introductions if necessary.
- **Empty Seats:** If there's an empty seat, we may seat a walk-in guest with you. If this happens introduce yourself & help them feel welcomed.

Attendance

- On the table there will be an **envelope** with the names of those assigned to your table.
- Please **mark attendance** for your table so we can have an accurate headcount. If someone different is seated at your table (like a walk-in), make a note.

At the End of the Evening

- The speaker will prompt at the end of the evening. **Distribute the giving cards** to everyone at your table. Allow guests a moment to complete them, then **collect all giving cards** discreetly.
- Place the cards back in your envelope. At the end of the program, **return the envelope** to a board member or to me directly before leaving.

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.

My cell is 573.578.5306 and email is marcie@riverwaysprc.org. Call or text with questions.

Marcie Thomas

Marcie Thomas
Executive Director

RIVERWAYS PREGNANCY AND FAMILY RESOURCE CENTER BANQUET

Text picture of completed form to Marcie at 573.578.5306

TABLE HOST NAME _____

(PRINT NEATLY PLEASE)

Name	Email	Phone

Let me know if any changes to your list once you submit it to me! Thank you so very much 😊.