



# SOUTH LAKE COUNTY VISION NIGHT TABLE HOST GUIDELINES

*Casual attire (favorite fan gear) suggested, Adults only*

## INVITE FRIENDS, FAMILY & COLLEAGUES

- Register yourself <https://secure.fundeasy.com/ministrysync/event/?e=32301>
  - ✓ Select - "Yes, I would like to be a Table Host"
- Invite and Fill your Table with 8 guests, including yourself
- Use the Fundeasy Registration Manager to add/remove guests as needed. (Save the email instructions you receive when you sign up as a Table Host.)

## BEFORE THE PROGRAM BEGINS

- Please be at your table by 5:00 PM. Doors open at 5:00 PM (buffet lines open) Program will begin at 5:30 PM
- Check to see that there are 8 giving envelopes and 8 pens in your **Host Packet** to distribute to your guests during the Program (pick up when you arrive)
- Greet your guests and introduce them to one another as they approach your table.
- Don't worry if your table isn't completely full; some people will be running late or cancel at the last minute. Your table will fill as more guests arrive.

## DURING THE PROGRAM

- **Please leave the giving envelopes in the packet until the Emcee gives instructions from the stage.**
- Instructions for completing each section of the giving envelope will take place throughout the program.

## AT THE CONCLUSION OF THE PROGRAM

- Instructions will be shared from stage at the end of the program for envelope collection.
- Place blank envelopes back in your envelope on the table to be picked up later.

If you have questions, please ask:  
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