

Table Host Information

How to be a table host for our annual fundraising dinner:

Please read all instructions carefully, even if you have been a table host in the past.

Prayer & Invitations

We ask that you join us in praying over the banquet, as well as those you believe would have an interest in knowing more about & partnering with the ministry to support our community.

Hand Deliver Invitations

The invitations are packaged & ready for delivery! We find it best to hand deliver invitations when possible. If you need to mail it, follow up with a phone call to see if they have any questions. If you need to email it, we can send you a digital invitation. Make sure you let them know the **RSVP deadline is OCT. 9** so you have time to turn those into us by Oct. 12.

Place Settings

Each table seats 8 comfortably. Please fill all seats if possible. The table host is included in this count.

If you have empty seats, we may add to your table if someone else needs a seat. If you have more than what your table can fit, we will add them to tables closest to you **if possible**.

Fundraising Event

We are thankful for all those who come out to our free event to support us & we look forward to this night out with great food & fellowship, but please make sure your guests know this is a fundraising event to support life in our community & there will be an opportunity to support the ministry during the evening.

Confirm Guest List

Guest should RSVP by FRIDAY OCTOBER 9. You need to turn this list into us by Oct. 12. You may call, email, or mail this list. The RSVP step is very important as we need to confirm food count, plan tables with the caterer & print seating charts. First Step pays for the space & food ahead of time, even if the invited guests do not come, so please update us with any changes!

Arrival Time

Please arrive no later than 5:45pm so you can find your table & greet your guests as they arrive. Appetizers will be served from 6-6:30, Dinner starts at 7pm

Mingle

Do your best to engage each of your guests so they feel included at the table as well as the event as a whole. We welcome you to introduce them to the staff & board members as well as other guests you may know!

Giving Call To Action

During the evening there will be a call to action to support the ministry. We desire that none would feel obligated or pressured to give but that the LORD would impress upon each attendees heart what He would have them do.

To keep this private between the guests & the LORD, we are asking you as the table host to do the following:

- You will have a "Table Host" large envelope at your table with a check in sheet attached, please fill that out.
- Inside you will hand each guest a small envelope labeled "Call To Action".
- The guests will fill out a pledge sheet, put it back in their envelope with any donations & pass back to you.
- You will then place each of those small envelopes into your table host large envelope.
- At the end of the night, you will place your table host large envelope in a basket on the First Step table with Hadassah.

Thank you for your willingness to host a table & be used in this way! This is a vital role in the support of the work being done here & we are each so grateful for you. If you have any questions, please call the center at 207-942-1611



Banquet Guest List

Table Host:

Name

Phone #

Address

Email

**Banquet Date: Thursday
October 22 | 6pm-9pm**

Please print clearly

Seat	Guest Name	office use
2		
3		
4		
5		
6		
7		
8		
9 if needed		

ONLINE TABLE HOST RSVP Option Available!

Scan the QR code

or go to <https://forms.gle/6v6PSop77N9F2THY6>



RSVP Deadline : OCTOBER 9



207-942-1611



info@firststepbangor.com



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