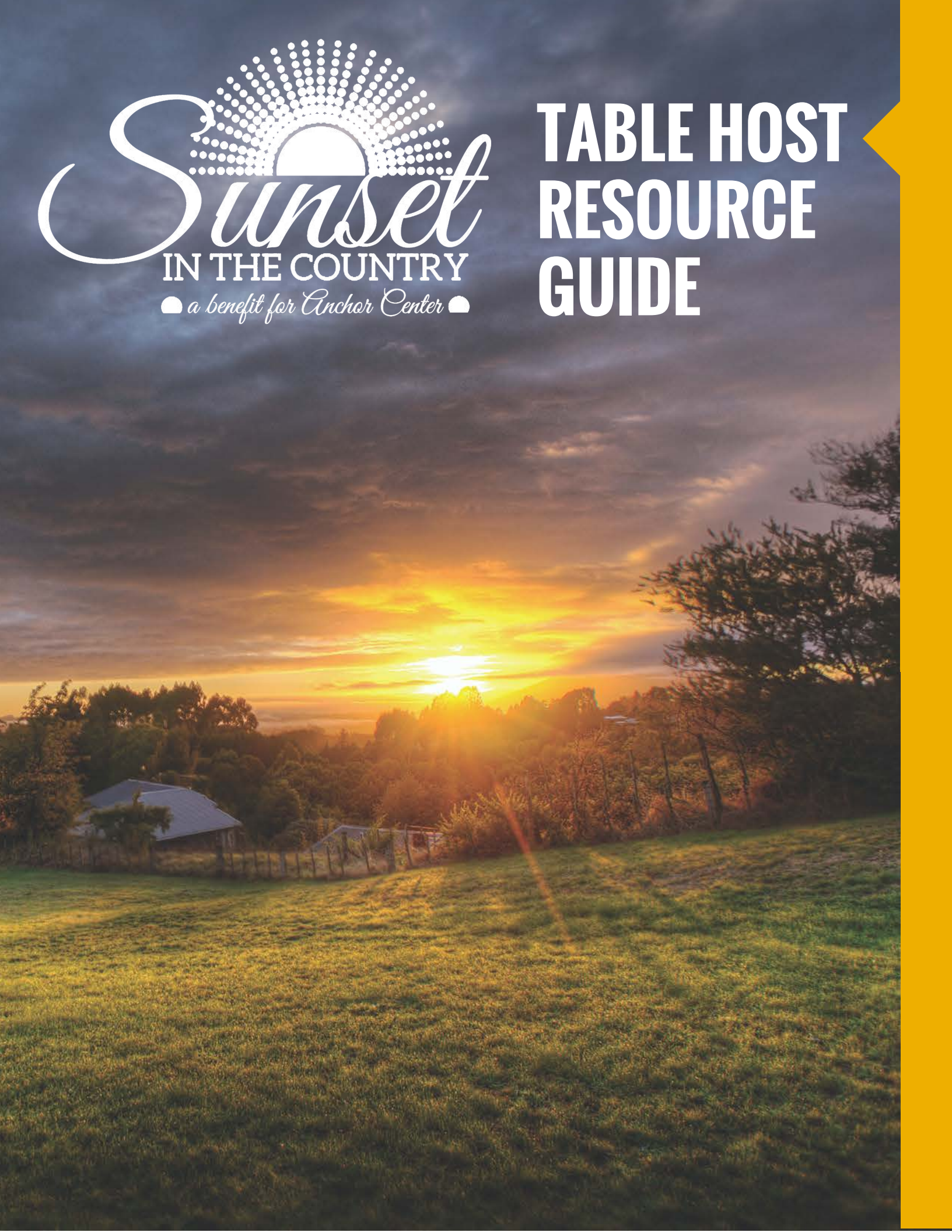


TABLE HOST RESOURCE GUIDE





2017 VENUE: J-5 EQUESTRIAN CENTER, 6900 S PLATTE CANYON RD, LITTLETON, CO 80128

Sunset in the Country is a unique, invitation-only fundraiser for Anchor Center for Blind Children.

Founded 21 years ago as A Day in the Country picnic, the event evolved into Sunset in the Country and has grown to include more than 600 guests who gather for cocktails, dinner and live entertainment in a beautiful country setting. Guests will hear from a featured speaker and have the opportunity to bid on silent and live auction items in support of Anchor Center.

As a volunteer table host, you will design individual table decor and centerpieces that help set the stage for an awe-inspiring and fun atmosphere for our guests. You are the key to the success of this event and we cannot thank you enough for your generosity and support!

THIS YEAR, THE EVENT WILL BE HELD AT THE ELITE J-5 EQUESTRIAN CENTER, HOME TO THE VALIENTE POLO TEAM, ON SEPTEMBER 30, 2017 FROM 5:30-9:30PM.

Entertainment: Moments Notice with Jerry Barnett

Honorary Chairs: LOUISA & ROBERT JORNAYVAZ

Event Co-Chairs: CLAUDIA BEAUPREZ & FRANCES OWENS

Table Host Responsibilities

ANCHOR CENTER PROVIDES:

- Base table cloth (*color of your choice*)
- White dinner plates
- Silverware, water glasses and wine glasses
- Coffee and water service
- Dinner wine

YOU PROVIDE:

Table decor, which might include:

- Placemats
- Upgraded linen or chairs
- Napkins
- Runners
- Overlay
- Decorative plates or chargers
- Centerpiece/table decorations
- LED candles
- Optional: Favors for your guests
- Optional: Preferred wine or other drink options for your guests. A red and white dinner wine option will be provided and a full hosted bar is available throughout the evening. However, if you would like to provide your guests with your own beverages, you may bring it with you, along with your own tub, ice and corkscrew.



Step-by-Step

STEP 1: INVITING YOUR GUESTS

- 1) Invite guests to attend and sit at your table(s). You may have more than one table. The minimum is an 8 top, the maximum is a 14 top.
- 2) Send invitations to your guests. Anchor Center will provide the invitations and you should send them as soon as possible upon receipt. We have both printed and electronic versions available.
- 3) Send names and addresses of your confirmed guests to Anchor Center. Use the Guest Roster Form provided to you at the Table Host Luncheon or submit them online via the Table Host Website by August 31, 2017.
- 4) Notify Anchor Center immediately if there are any changes to your guest list. Call us or mail Sunset2017@anchorcenter.org to notify us of changes.
- 5) Ensure that payment for all attendees is sent to Anchor Center. Payment should include \$150 per person for all attendees on your list. You or your guests may send checks to Anchor Center or pay online by September 8, 2017. Note: table hosts will receive a reduced rate ticket of \$100 per host.
- 6) Post-event, send a thank you note to your guests for supporting Anchor Center for Blind Children.

STEP 2: PLAN YOUR DECOR

- 1) Provide the table decor for your table(s). We have hundreds of examples of table decor for you to look at for inspiration: [visit anchorcenter.org/sunset-country-tables](http://www.anchorcenter.org/sunset-country-tables). We can also provide table décor for you – ask about our sponsorship levels.
- 2) Choose your linens and/or upgrade: You must call Event Rents with your table cloth color preference (otherwise you will be given white) and to order and pay for any upgrades, napkins, etc. Please call to make an appointment to see what is available. **303-972-0975**



Table Sizes

Your table size and shape is determined by your number of guests.

8 Guests: 5 foot Round Table

10 Guests: 6 foot Round Table

12 Guests: 8x10 foot Rectangular Table

INTERESTED IN HASSLE FREE EVENT DESIGN? BECOME A SUNSET SPONSOR!

Come to the event worry free - let our talented design team take care of the details for you!

Individual and corporate sponsorship opportunities range from \$3,000 to \$10,000 and include table decor, tickets, wine and marketing. A portion of all sponsorships are tax deductible and eligible to receive the Colorado Child Care Contribution Tax Credit (50%) on your state taxes.

SPONSORSHIPS CHANGE LIVES

Visit: www.anchorcenter.org/sunset17



Important Dates/Times

DUE TO ANCHOR CENTER

THURSDAY, AUGUST 31: GUEST ROSTERS

FRIDAY, SEPTEMBER 8: RSVPS & PAYMENTS

FRIDAY, SEPTEMBER 15: ANY CHANGES

Any changes to guest list, table size/shape, linens, etc. Should your number of guests change after this date, we may not be able to change the size/shape of your table.

EVENT DETAILS:

FRIDAY, SEPTEMBER 29

2PM

DECOR DELIVERIES BEGIN ARRIVING

2PM

TABLE HOSTS ARRIVE TO BEGIN SET-UP

6PM

SET-UP COMPLETE

(* SATURDAY SET-UP WILL BE AVAILABLE IF NEEDED)

SATURDAY, SEPTEMBER 30

5:30PM

CHECK-IN AND OPENING OF SILENT AUCTION

6:45PM

GUESTS TO BE SEATED

7:00PM

DINNER IS SERVED

8:00PM

PROGRAM BEGINS

8:15PM

SILENT AUCTION CLOSES

8:30PM

LIVE AUCTION BEGINS

9:30PM

CHECK OUT BEGINS/DANCING BEGINS

Online Resources

NEW THIS YEAR: THE ONLINE TABLE HOST WEBSITE!

We are providing you with a website as a way to access all of the resources you might need, digitally.

(NOTE: This is not provided *instead* of hard copies and verbal information but is just an additional way to access information, should you wish to use it.)

WHAT WILL YOU FIND ON THE WEBSITE?

INFORMATION

- All of the information provided at the Table Host Luncheon and in your Table Host Resource Guide will be available to you online
- Examples of previous Table Decor for inspiration
- Email addresses and phone numbers of all of the contacts you might need

FORMS

- An online form for you to register your guests - you can still use the hard copy Guest Roster Form if you prefer to register your guests that way
- Online RSVP and payment forms for you and your guests - attendees may also mail their RSVP card and checks, if preferred

DOWNLOADS

- Digital downloads of invites, RSVP cards and event information for you to share with your guests via email

TO ACCESS THE NEW TABLE HOST WEBSITE

VISIT: www.anchorcenter.org/sunsethost

PASSWORD: tablehost2017



Additional Information

Attire: Equestrian/Western chic is encouraged. Wedges, flats or boots are recommended. NO spiked heels, please.

CONTACT US

**WE'RE HERE TO HELP!
PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS AT ALL.**

Sunset2017@anchorcenter.org

303.377.9732

