



  
*Sunset*  
IN THE COUNTRY  
● a benefit for Anchor Center ●

**2018  
TABLE HOST  
RESOURCE  
GUIDE**



# Event Details

2018 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 22 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 22, 2018 FROM 5:30-9:30PM.**

Entertainment: Chris Daniels and the Kings

*Honorary Chairs: Pamela & James Crowe*

*Event Chairs: Maria & Lee Kunz*

# 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. Dinner wine service 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 24, 2018
- 4) Notify Anchor Center immediately if there are any changes to your guest list.** Contact Savannah Wippel at 303.377.9732 x 156 or [swippel@anchorcenter.org](mailto:swippel@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 August 31, 2018.** **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. Contact Anchor Center at 303-377-9732 to set-up a tour for you and/or your guests.

## 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://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:** 8x5 foot Rectangular Table

**14 Guests:** 8x5 foot Rectangular Table + Half Round Table on end

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

**COME TO THE EVENT WORRY FREE - LET OUR TALENTED  
TABLESCAPE 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, guest tickets, and marketing benefits. A portion of all sponsorship's are tax deductible and eligible to receive the Colorado Child Care Contribution Tax Credit (50%) on your state taxes.

**VISIT: [WWW.ANCHORCENTER.ORG/TAXSAVINGS](http://WWW.ANCHORCENTER.ORG/TAXSAVINGS)**

**SPONSORSHIPS CHANGE LIVES**

**Visit: [www.anchorcenter.org/sunsetsponsorship18](http://www.anchorcenter.org/sunsetsponsorship18)**



# Important Dates/Times

## DUE TO ANCHOR CENTER

**FRIDAY, AUGUST 24:** GUEST ROSTERS

**FRIDAY, AUGUST 31:** RSVPS & PAYMENTS

**FRIDAY, SEPTEMBER 7:** 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 21

**1PM**

DECOR DELIVERIES BEGIN ARRIVING

**1PM**

TABLE HOSTS ARRIVE TO BEGIN SET-UP

**5PM**

SET-UP COMPLETE

(\*SATURDAY SET-UP WILL BE AVAILABLE IF NEEDED: 10AM-NOON)

### SATURDAY, SEPTEMBER 22

**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

# Preferred Vendors List

## FLORAL



### Mary Martha's Florals:

[www.marymarthasfloral.com](http://www.marymarthasfloral.com)

2805 South York Street

Denver, CO (Colorado) 80210

(303) 888 - 9743

[mary@marymarthasfloral.com](mailto:mary@marymarthasfloral.com)

**Feature: A minimum of 10% of all orders will be donated directly back to Anchor Center!**



### Newberry Brothers:

[www.newberrybrothers.com](http://www.newberrybrothers.com)

5301 Leetsdale Dr

Denver, CO 80246

(303) 322-0443

[info@newberrybros.com](mailto:info@newberrybros.com)

**Feature: 10% of all orders will be donated directly back to Anchor Center!**

## DECOR



### Event Rents

[www.eventrents.net](http://www.eventrents.net)

13305 James E. Casey Ave.

Englewood, CO 80112

P: 303-972-0975

Contact Mike Wheeler at Event Rents: [mike@eventrents.net](mailto:mike@eventrents.net)

## WINE



### Joy Wine and Spirits

[www.joywineandspirits.com](http://www.joywineandspirits.com)

1302 E 6th Ave

Denver, CO 80218

(303) 744-6219

Contact Nate Nelson at Joy Wine and Spirit: [nate@joywineandspirits.com](mailto:nate@joywineandspirits.com)

**Feature: Specially paired wines for the Sunset in the Country menu plus and easy-to-order app created just for Table Hosts! Search "Joy Wine and Spirits" and download the app on your mobile device. A percentage of all orders will be donated directly back to Anchor Center!**

# Dinner Menu

## PASSED HORS D'OEUVRES

### Ahi Tuna Bites \*

Seared Ahi Tuna on Wonton Crisps Topped with Habanero Ginger Sauce and Wasabi Microgreens

### Bacon Jalapeño Croquette

Roasted Jalapeño Popper Filled with Cream Cheese and Bacon, Served with Chipotle Ranch (GF)

### Mini Beef Tenderloin Sliders

Shaved Beef Tenderloin and Creamy Horseradish Sauce on Black Pepper Brioche Mini Slider Buns

### Smoky Ancho Black Bean Bite

Blend of Black Beans, Corn, Onion, Ancho Pepper, and Panko  
Topped with Fresh Pico de Gallo (VG)

## FIRST COURSE: SALAD

### Roasted Vegetable Salad

Oven Roasted Brussels Sprouts, Butternut Squash and Broccoli  
Chilled and Tossed with Chopped Kale, Red Wine Poached Pears,  
Parmesan, Dried Cranberries and Dark Balsamic Vinaigrette (GF)

### Housemade Herb Focaccia

Finished with Sea Salt and Served with Whipped Butter

## SECOND COURSE: FILET MIGNON

### Peppercorn Crusted Filet Mignon\*

6 oz Grilled Beef Filet with Four Peppercorn Rub and Balsamic Tomato Jam (GF)

### Goat Cheese and Charred Scallion Mashed Potatoes

Yukon Gold Potatoes with Colorado Haystack Mountain Goat Cheese and Charred Scallion (GF)

### Roasted Heirloom Carrots

Roasted Tri-Color Heirloom Carrots (GF)

### Vegetarian Alternative

\*Vegan on request

### Butternut Squash Lasagna

Finished with Ricotta Sage Cream Sauce

## THIRD COURSE: DESSERT, COFFEE, AND TEA SERVICE

### Espresso soaked Vanilla Cake

with Chocolate Truffles and Rum Mascarpone Mousse (GF)

### Clover Honey Soaked Corn Cake

with Sweet Corn Panna Cotta, Maple Creme Fraiche, and Pickled Fruit Chutney (GF)

### Spicy Thai Chile Chocolate Dipped Oranges

Candied Orange Slices Dipped in Rich Dark Chocolate Blended with House-Dried Thai Chiles (GF)

### Coffee and Hot Tea Service

Locally Roasted Regular and Decaf Coffee, and Local Celestial Seasonings Hot Tea Selection



# Resources

## ONLINE TABLE HOST WEBSITE

You also have an online option to access all information and resources contained in this packet, including:

### 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 **Roster 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.

**VISIT: [www.anchorcenter.org/sunsethost2018](http://www.anchorcenter.org/sunsethost2018)**

**PASSWORD: tablehost2018**

**ATTIRE: EQUESTRIAN/WESTERN CHIC IS ENCOURAGED. WEDGES, FLATS OR BOOTS ARE RECOMMENDED. NO SPIKED HEELS, PLEASE.**

**WE ARE HERE TO HELP!**

**PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS AT ALL.**

**SAVANNAH WIPPEL: [SWIPPEL@ANCHORCENTER.ORG](mailto:SWIPPEL@ANCHORCENTER.ORG)**

**OR 303.377.9732 X156**