



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

*2019 Table Host  
Resource Guide*



# Event Details

2019 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 23 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 21, 2019 FROM 5:30-9:30PM.**

Entertainment: The Jakarta Band

*Generously Hosted By: Louisa & Robert Jernayvaz*  
*Event Chairs: Carol & Bryce McTavish*

# 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 30, 2019**
- 4) Notify Anchor Center immediately if there are any changes to your guest list.** Contact LeAnn Donahue at 303.377.9732 x 190 or [ldonahue@anchorcenter.org](mailto:ldonahue@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 7, 2019.** **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/sunsetsponsorship19](http://www.anchorcenter.org/sunsetsponsorship19)

# Important Dates/Times

## DUE TO ANCHOR CENTER

**AUGUST 30:** GUEST ROSTERS

**September 7:** RSVPS & PAYMENTS

**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 20

**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 21

**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 CLOSURES

**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!**

## 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 an easy-to-order app created just for Table Hosts! Search "Joy Wine and Spirits" and download the app on your mobile device. A minimum of 10% of all orders will be donated directly back to Anchor Center!**

# Dinner Menu

## PASSED HORS D'OEUVRES

### Confit Pork Belly Bite

Miso Agave Glaze and Micro Curled Watercress (GF)

### Mini Avacado Toast

Garlic Confit Tomatoes, Candied Almond Slivers and Pomegranate Balsamic (V)

### Ahi Tuna Poke

Avocado, Cucumbers, Pickled Carrot Sriracha Puree and Sesame Seeds served on a Rice Cracker (GF)

### Patatas Bravas

Roasted Tomato Aioli, Crispy Chorizo and Micro Lemon Balm (GF)  
Topped with Fresh Pico de Gallo (VG)

## FIRST COURSE: SALAD

### Roasted Kabocha Squash and Fennel Salad

Chiffonade Kale, Shaved Fennel, Chervil, Dill and Parsley Tossed in Lemon Vinaigrette Mint Tahini  
Greek Yogurt with Toasted White Sesame Seeds

### Housemade Herb Focaccia

Finished with Sea Salt and Served with Whipped Butter

## SECOND COURSE: FILET MIGNON

### Beef Tenderloin

6 oz Seared Beef Tenderloin with grilled Jumbo Asparagus (GF)  
Sun Dried Tomato Pesto and Tossed Petite New Potatoes  
Finished with Cherry Yuzu Soubise and Micro Nasturtium

### Vegetarian Alternative

Red Bell Pepper stuffed with Tomato Kasundi Quinoa  
Served with Grilled Jumbo Asparagus, Pineapple Anise Jam,  
and Fried Carrot Ribbon (GF, VG, DF)

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

### Chocolate Covered Strawberry

Dark Chocolate Sphere layered with White Chocolate, Strawberry Mousse,  
and Crispy Chocolate Pearls (GF)

### Honey Cheesecake

Honey and Haystack Goat Cheese Cheesecake with Lemon Curd, Fresh Fruit and Micro Basil (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/sunsethost2019](http://www.anchorcenter.org/sunsethost2019)**

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

**WE ARE HERE TO HELP!**

**CONTACT LEANN DONAHUE AT  
LDONAHUE@ANCHORCENTER.ORG  
OR 303.377.9732 X190**