



**2022
TABLE HOST
RESOURCE
GUIDE**



Event Details

2022 VENUE: REELWORKS DENVER, 1399 35TH ST, DENVER, CO 80205

Sunset in the City is a unique, invitation-only fundraiser for Anchor Center for Blind Children. Founded 26 years ago as *A Day in the Country* picnic, the event evolved to include up to 500 guests who gather for cocktails, dinner and live entertainment in a beautiful urban setting.

This year, we'll be in the city at ReelWorks Denver on September 10. 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 REELWORKS DENVER
SEPTEMBER 10, 2022 FROM 5:30-9:30PM.**

Entertainment: DJ and Dancing

PAGE 2

Event Co-Chairs:
Kiera & Lee Link

Table Host Responsibilities

ANCHOR CENTER PROVIDES:

- Base table cloth (*Color of your choice. Must place table cloth order with Event Rents.*)
- Base napkins
- White dinner plates
- Silverware, water glasses and wine glasses
- Coffee and water service
- Dinner wine service will be provided and a full hosted bar is available throughout the evening.

YOU PROVIDE:

If desired, Table Decor you provide might include:

- Placemats
- Upgraded Linen or Chairs
- Upgraded Napkins
- Runners
- Overlay
- Decorative plates or chargers
- Centerpiece/table decorations
- LED candles
- Optional: Favors for your guests



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 19, 2022.**
- 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 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 19, 2022.** **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-city-tables](http://anchorcenter.org/sunset-city-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 black**) and to order and pay for any upgrades, 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

SPONSORSHIPS CHANGE LIVES

Visit: www.anchorcenter.org/sunsetsponsorship22



Important Dates/Times

DUE TO ANCHOR CENTER

FRIDAY, AUGUST 19: GUEST ROSTERS
RSVPS & PAYMENTS

FRIDAY, AUGUST 26: ANY CHANGES

Notify Anchor Center of 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:

SATURDAY, SEPTEMBER 10

8:00AM

DECOR DELIVERIES BEGIN ARRIVING

10:00AM - 2:00 PM

TABLE HOST SET-UP

**PLEASE NOTE THAT ALL TABLE DECOR MUST BE COMPLETED
NO LATER THAN 2 PM**

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

2805 South York Street
Denver, CO (Colorado) 80210
(303) 888 - 9743
mary@marymarthasfloral.com



DECOR

Event Rents

Event Rents

www.eventrents.net

13305 James E. Casey Ave.
Englewood, CO 80112
P: 303-972-0975

Contact Mike Wheeler at Event Rents:
mike@eventrents.com



CATERING



Footers Catering

www.footerscatering.com

16543 Wadsworth Blvd, Arvada, CO 80003
P: 303-762-1410

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 Happy Hour event 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 **Guest 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/sunsethost2022

WE ARE HERE TO HELP!

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS AT ALL.

LEANN DONAHUE: LDONAHUE@ANCHORCENTER.ORG

OR 303.377.9732 X190