

## BEING A TABLE HOST IS FUN & EASY! TAKE A LOOK AT WHAT'S INVOLVED.

### ● 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. Note: table hosts and their spouses/partners will receive a reduced rate ticket for themselves (\$100).

**2) Send invitations to your confirmed guests.**

Anchor Center will provide the invitations and encourage you to send them as soon as possible upon receipt. We have both printed and electronic versions available.

**3) Submit names and addresses of your confirmed guests to Anchor Center.**

We will provide you with a Guest Roster Form in the information packet at the Table Host Luncheon.

**4) Notify Anchor Center of any changes to your guest list.**

Please let Anchor Center know immediately if there are any alterations to your guest list.

**5) Ensure that payment for all attendees is sent to Anchor Center.**

Payment should include \$150 per person for all guest attendees on your list.

**6) Anchor Center will finalize the table and linen order with the rental company.**

Should your number of guests change after this deadline, we may not be able to change the size/shape of your table.

### ● DECOR AND EVENT DETAILS

**1) Provide the table decor for your table(s).**

We have hundreds of examples of table decor for you to look at for inspiration. We can provide table décor for you – ask about our sponsorship levels.

**2) If you wish, you may bring table wine for your guests. Wine service will also be offered.**

**3) Send a thank you note to your guests for supporting Anchor Center for Blind Children and invite them for a tour with an Anchor Center staff member.**

THAT'S IT! WE'RE HERE TO HELP YOU EVERY STEP OF THE WAY, WHILE YOU HELP CHILDREN WITH VISUAL IMPAIRMENTS REACH THEIR HIGHEST POTENTIAL.



Ready to sign up? Questions?

Please contact Frances Owens

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[WWW.ANCHORCENTER.ORG/SUNSET2021](http://WWW.ANCHORCENTER.ORG/SUNSET2021)