

ROOM AT THE INN

2016 BANQUET

HOST/HOSTESS PROCEDURE LIST: Please keep this Procedure Sheet until the banquet as it has dates and times that you will need for future reference.

This year's banquet will be held on **Thursday, October 13th at 6:15 PM (Registration and Cocktails will begin at 5:30 PM)** at the **Sheraton Greensboro at Four Seasons Mall**....note change of venue from last year!

PROCEDURES:

- Prayerfully consider, and then invite your guests (each table seats 10 including you). **Please include people who have not been to a banquet before** as this is one of our only opportunities to grow our support base. Please feel free to invite more than one table. Tables less than full are discouraged. If you have more than one table, you and your spouse may want to sit separately so that your guests at the additional table will have a familiar host/hostess.
 - Inform your guests that this is the Annual Fund-Raising Banquet to benefit Room At The Inn and that they will receive an invitation to support through their gifts of time, talent and financial support.
 - You and those you invite are the guests of Room At The Inn. We are seeking other sources to underwrite the banquet expenses.
 - **Use the link in the email you received to send us the names and email addresses of your guests by Monday, September 26, 2016.** The email addresses of your guests will be used by our system to send them reminders as the banquet approaches, but in an effort to reduce "no shows" we ask that you also confirm with them the week before by phone or face-to-face. If any guest requests a vegetarian meal, please check the box provided in the sign-up area and note any other restrictions as applicable.
- ****IMPORTANT: This form does not allow you to save it half completed or change it later so only fill it in and submit it once you have all your guest's information in front of you. You just need full names and email addresses. If you need to make a change after you submit, just let me know and I can do it at my end******
- **Table Hosts should arrive at the Embassy Suites by 6:00 PM at the latest. Registration and Cocktails will begin at 5:30 PM and so we encourage you to come early and enjoy!** Pick up your name tag and be there to welcome your guests. Please do not pick up the name tags of your guests. Their name tag will reassure them that we are expecting them and will indicate your table number.
 - As you know, during the banquet, there will be a fund-raising appeal, when prompted to do so, please pass the envelopes and pledge cards to your guests. When your guests have finished making their pledge, collect the pledge envelopes and place them in the large envelope that has your name and table number on it. Envelopes will be picked up prior to the end of the evening.

If you have any questions whatsoever please call Marianne 336-391-6299

God bless you and thank you for helping to make "Room At The Inn."