



CARE NET PENINSULA
BENEFIT DINNER

OCTOBER 23, 2018

Table Host
Instruction Booklet

Dear Table Host,

Thank you for answering the noble call to partner with us in such a critical role. We are grateful for your willingness to extend Biblical hospitality in inviting more people to hear about and partner in this fight for Life. We pray that this experience will be a blessing to you and that the Lord will use your willingness to serve Him in ways far beyond what you have imagined.

The purpose of our annual Benefit Dinner is to share about our ministry and invite guests to partner with us. It is our largest fundraiser. Therefore, it is imperative that those who attend realize that this is a fundraising dinner and an opportunity for financial giving and pledges will be extended at the end of the night.

It is our hope that every seat that night will be filled with individuals who may be open to this life-affirming work and who will be moved to financially partner with us to save lives on the Virginia Peninsula.

Enclosed are instructions and tips to help you be a successful Table Host.

If you have any questions, please don't hesitate to contact us. We are grateful for your support.

God bless you!

A handwritten signature in cursive script that reads "Kimberly Logsdon". The signature is written in black ink and is positioned below the text "God bless you!".

Kimberly Logsdon
Executive Director

TABLE OF CONTENTS

Your Guest List.....	4
Table Host Checklist.....	5
Timeline.....	6-7
Online Registration & Communication.....	8-9
Event Night Instructions.....	10
About Care Net Peninsula.....	11
Frequently Asked Questions.....	11
Contact Information.....	12

YOUR GUEST LIST

1. ___(your name)_____
2. ___(your spouse, if applicable)_____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This is a fundraising event for Care Net Peninsula, so please inform your guests prior to the event that there will be a financial appeal.

Potential Guests (in the case of cancellations):

11. _____
12. _____
13. _____

TABLE HOST CHECKLIST

REGISTER ONLINE AS A TABLE HOST

See page 8 for Instructions

PRAY ABOUT WHICH GUESTS TO INVITE

Our goal is to fill each seat with individuals whose hearts might be open to our life-affirming ministry and moved to partner with Care Net Peninsula financially. **Remember, adults only.**

INVITE

Personal invitation is powerful. Please invite guests in person or by phone call and then give them an invitation.

5 ways your guest can RSVP:

1. Mail in the RSVP card in the invitation to our office
2. RSVP at our website cnpensinsula.org/events
3. Call our office (757-591-0303)
4. You can email them a link from the event page (see page 8)
5. You can register them on the event page (last resort).

FOLLOW UP

A good rule of thumb is to follow up with your invited guest ONE to TWO weeks after you hand out an invite.

Note that OCTOBER 10 is Guest registration deadline

Do **NOT wait until the 10 to confirm that your invited guests are coming. On the 10 all your guests should be RSVP'd online**

REMIND

Schedules are busy! Give plenty of reminders to your guests. Also, if your guest has kids, give them a friendly reminder to have a babysitter lined up.

If a guest cancels at the last minute, try to fill the seats and alert us ASAP. Dinners are prepaid a week in advance, which means we will pay for expensive meals not eaten.

TIMELINE

8 weeks out (August 28)

- Make sure that you have registered online as a table host
- Begin praying about who you will hand-pick to sit at your table

7 weeks out (September 4)

- Hand out invitations to the 4 couples (or 8 individuals) that you want to invite
TIP FOR SUCCESS: Identify one or two couples in reserve as possible invites in case someone cancels or can't make it (don't give them an invitation yet)

6 weeks out (September 11)

- Contact your invited guests to confirm they will attend
- If they are coming, ask how they plan to RSVP
- If guests cannot make it, extend an invitation to another couple (this is why you have extra invites!)

5 weeks out (September 18)

- Make sure your confirmed guests have RSVP'd (log into the event page (page 8))

and check your table, any guests that mail in a RSVP card to our office will be entered immediately).

- Contact any new invited guests to confirm if they are coming and how they plan to RSVP
- Contact any guests that confirmed, but have not RSVP'd

4 weeks out (September 25)

- Continue to fill any seats that are remaining
TIP FOR SUCCESS: Remind RSVP'd guests that the dinner is 4 weeks away

3 weeks out (October 2)

- Check event page for RSVP's
- If your table is not full, please check in with Care Net Peninsula staff (the RSVP deadline is quickly approaching)

2 weeks out (October 9)

- **This is the week of the RSVP deadline.** Please make sure that all your guests are entered on the Event Page by **Monday October 10.**

1 week out (October 16)

- Give your guests one final reminder. Also, remind any guests with kids that they need to have a babysitter lined up.
- If you get any last minute cancellations, please try to fill your remaining seats. Some

of our strongest partners were last minute “fill the seats” invitations.

ONLINE REGISTRATION & COMMUNICATION

HOW TO REGISTER AS A TABLE HOST

1. Got to cnp Peninsula.org/events
2. Click 'RSVP to BENEFIT DINNER' where you will be redirected to our event management website
3. Click "Register to attend". While filling out your information, click the box: "Yes, I would like to be a table host"

After registration, Table Hosts will receive an email with the subject: “Table Host Instructions” (*see a sample image on the next page*). Click on the ‘Manage My Guest List’ button in the center of the email to invite guests, register guests, etc.

HOW TO REGISTER YOUR GUESTS

1. Click on ‘Add a Person’
2. Enter their information on the registration form
3. Be sure to fill in all of the fields
4. Click on the ‘Finished’ once all data has been entered

HOW TO EDIT YOUR GUEST’S PROFILE

1. Click on the person’s name that you want to edit
2. Click the ‘Edit’ link or icon
3. Click ‘Save Basic Information’ once completed

HOW TO CANCEL YOUR GUEST’S RSVP

1. Click on the trash can icon next to the guest’s name
2. Verify that you want to cancel your guest’s registration
3. Click ‘OK’ to continue

HOW TO SEND YOUR GUESTS THE LINK TO RSVP ONLINE

1. Click on 'Invite Your Friends' in your email
2. Enter their email addresses, separated by commas
3. Add a personal note
4. Click 'Send Invitations'

ONLINE REGISTRATION & COMMUNICATION

This is how your email will look:

Table Host Information

Brayden, thank you for being a **table host** at the upcoming 2015 Benefit Dinner!

Inviting and **registering** guests is easy. You can start today!



Please retain this e-mail and use this button each time you need to manage your guest list.

If you have questions or prefer assistance to register your guests, please contact Brayden Tomlinson at (757) 591-0303 or e-mail brayden@carenetrpc.com.

****DO NOT DELETE THIS EMAIL. KEEP IT UNTIL THE EVENT IS OVER. THIS IS THE ONLY WAY TO VIEW YOUR RSVP'S AND MANAGE YOUR TABLE****

Note: If you did not receive your Table Host Instructions Email after registering as a host, please contact Lauren or Anne at 757.591.0303

Thank you for partnering with us in this very important role!

EVENT NIGHT INSTRUCTIONS

EVENT INFORMATION

- **October 23 2018, Doors open at 6:00pm**
Dinner and program begin at 6:30pm
- **Marriott at City Center, Grand Ballroom**
740 Town Center Drive, Newport News, VA
- **Adults only**
- **Table Hosts should arrive at the Marriott by 5:45**
to check-in and collect your host materials

AS GUESTS ARRIVE

1. Introduce your guests to one another and make them feel comfortable.
2. Distribute name tags & pens to your guests.
3. Please do not pass out any pledge cards until instructed towards the end of the night.

DURING THE RESPONSE PORTION (after main speaker)

1. When instructed, please give a response card to each guest or couple at your table. Pens will be available near their place setting.
2. Collect all of the sealed envelopes, when instructed. You will be given instructions regarding what to do with the collected envelopes.
3. Please encourage guests to stay seated during this portion of the evening. The event will conclude shortly, and we appreciate the minimization of distraction for all guests during this time.

AFTER THE BANQUET

Thank your guests for coming!

CARE NET PENINSULA FACTS TO SHARE

Care Net is a Christ-centered 501(c)3 non-profit organization that has been working with real women and families facing pregnancy decisions across the Virginia Peninsula for 30 years.

In the U.S. half of pregnancies are unplanned. 43% of unplanned pregnancies end in abortion. Right here on the Peninsula each week 30 babies lose their lives to abortion.

Care Net Peninsula provides an array of services free of charge including: **Crisis intervention** through options counseling & adoption referrals; **Medical services** such as pregnancy testing and pregnancy confirmation by ultrasound; **Parent equipping** through an incentive based education program that helps provide for mom and baby's material needs; and **support and healing** through Abortion Recovery Bible Studies.

The abortion rate in our area has steadily decreased for 7 years! Women coming to us are receiving medical care and practical help, empowering them to make life-affirming decisions.

FREQUENTLY ASKED QUESTIONS

Can I bring my teenagers who are interested in this topic?

Care Net Peninsula is always excited when young people are interested in our work. However, we have other forums to educate. Since meal costs are fully paid for by sponsors, we request that seats are filled with people who have the potential to make a financial gift.

Can I bring my baby if (s)he sits on my lap?

No. We understand that it is very easy to want to make an exception for your guest, but our goal is to minimize distraction for other guests.

Does it matter if only one spouse can attend?

If only one spouse can attend, please welcome them. However, encourage both spouses to attend so they can make a decision together in unity about partnership with the ministry.

QUESTIONS?

Lauren Branigan, Community Relations Manager

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