

Banquet Table Host Tips:

Hello! We're thrilled to have you as a Table Host and guest for our upcoming banquet, An Evening with Mark Houck. The banquet is our biggest event of the year, and Table Hosts, like you, make it a success. Whether you are a first-time Table Host, or you've done it before and need some reminders – you can refer to this document for all the tips and resources you'll need to invite, register, and host a table at our banquet this year!

1. Registering as a Table Host:

If you plan on hosting a table, first you need to register yourself as a Table-Host. To do so, [click here](#). Registration is complimentary! It does not cost to host a table. After filling out your information, make sure you select the “Yes, I would like to be a Table Host.” option:

EVENT INFORMATION:

Yes, I would like to be a Table Host.

I would like to volunteer for the banquet

I would like to sponsor the event

I am a former board member

2. Registering Guests:

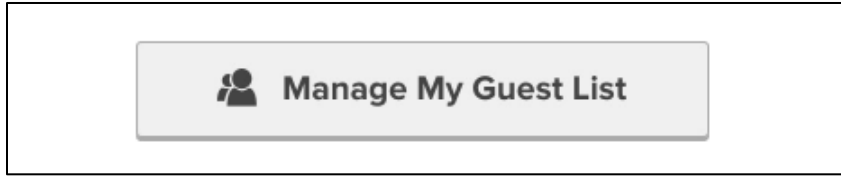
If you already have guests to register, make sure to select “Register additional people with me” and fill out your guest's information.

ADDITIONAL GUEST INFORMATION:

Register additional people with me.

If you do not yet have guests to register, you can submit your registration and come back to register your guests later.

Once you register as a table host, you will receive a confirmation email. Simply click the button in that email that says, “Manage my guest list” to add your guests. It's a good idea to bookmark this page!



You can also access this page by signing into the Fundeasy account you will create when registering.

Additionally, once you have registered as a table host, your guests can register themselves as a member of your table by selecting your name from this list:

A screenshot of a web form titled "EVENT INFORMATION:". Below the title, there is a checkbox labeled "Yes, I would like to be a Table Host." which is currently unchecked. Below that, there is a label "My Group Host Is: *" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select" (highlighted in blue), "Select", and "I don't have a Host".

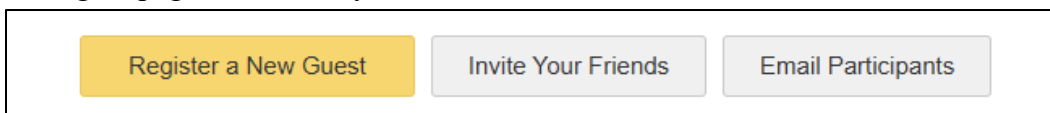
A few additional tips:

- Tables seat 10 people.
- Before registering guests, it can be helpful to know what their meal requests are. Our meal options are lasagna (beef), chicken (a gluten free option), and a vegetarian pasta. If one of your guests has a unique need, feel free to give us a call. All meals are served with salads, a vegetable side, regular bread, and dessert. All meal requests must be submitted by June 1st.
- If you need a second table, just give our office a call and we are more than happy to set that up for you.

3. Inviting Guests:

There are a few convenient ways for you to invite guests.

- By [clicking here](#), you can use our promotional graphics to text or email an invitation to your friends! These graphics are all available to be accessed or downloaded under the “Resource” section on the gcrtl.org/banquet webpage.
- You can also send an invitation email directly to your friends from the “Guest List Manager” page on Fundeasy. Just click, “Invite Your Friends.”



Beyond inviting your friends personally, you can help GCRTL promote the event by coordinating with your church to include a promotional graphic or blurb in your bulletin or on a bulletin board! Under the Resources section on our webpage, you’ll also find promotional graphics to be downloaded and used.

Resources

Stand for life by helping us promote this event at your church!

[Sponsorship Information](#)

[Full Page Poster PDF](#)

[Full Page Poster PNG](#)

[Half Page Graphic](#)

[Quarter Page Graphic](#)

[Social Media Graphic](#)

A few additional resources:

- You can use this [sample email](#) to invite your friends.
- You might also find this [sample bulletin language](#) helpful.

4. The Night of the Event:

This event is a benefit supporting the work of Greater Columbus Right to Life. It is actually our largest fundraiser of the year. A successful event allows us to fund our many programs, from Sidewalk Ministry to Faithful at the End of Life, that protect and promote the dignity of all human life for the whole life. A successful event also allows us to grow a community of life – individuals, families, and parishes – who are dedicated to prayer, education, and activism to make a real difference on the local level.

After the meal and our speaker have concluded, there will be an invitation to support our mission and work. During this time, we would be grateful if you could distribute and encourage your guests to fill out their donation card, located inside of the large envelope on the table. Once all donation cards are filled out, please put them back in the large envelope. The envelope will be collected by a member of our team.

A few additional tips:

- Our VIP reception will begin at 5:15PM.
([Sponsorship packets](#) come with tickets for our VIP reception. There are also a limited number of VIP reception tickets that can be purchased when registering.)
- Doors will open for general seating at 5:45PM. We will ask everyone to take their seats by 6:20 and begin with a blessing of the meal.
- Villa Milano is handicap accessible and there are ramps for those who cannot navigate steps. We can also provide some accommodations for those with other needs, but we would ask that you let us know in advance so that we can work to accommodate them to the best of our ability.
- We are a pro-life organization. As such, we welcome children and babies. That said, we encourage parents to think about their child and the format of the evening and to remember that this is a fundraising event.