



Registration Tips for First Time Guests and Table Hosts

Hi! I am so very excited to welcome you as a guest to the Greater Columbus Right to Life Annual Dinner with special guest Alan Keyes. Whether this is your first time attending one of our events, your first time registering yourself or guests, or if you just want a few tips to make it a little easier, this is the document for you.

How do I register?

Well, there are a few ways to register. You can register online at gcrtl.org/banquet by clicking on the “register now” button. You can also download a registration form here and mail it to the GCRTL office (208 E State Street, 3rd Floor; Columbus, OH 43215). You can also call our office or email us at rsvp@gcrtl.org. Note that when registering it is very helpful to have an email address to send you your confirmation. If you don’t use email, let us know and we will help you.

What do I need to know before I register?

It is helpful to have an idea of how many guests you plan to have join you and what their meal requests are. Sometimes that just isn’t possible, but keep in mind that you will need their names and their meal choices at some point. Our meals are lasagna (beef), chicken (a gluten free option), and a vegetarian pasta. Unfortunately, we cannot accommodate a gluten free/vegetarian dish at this time. 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 breads, and dessert. As you invite any guests be sure to ask them what kind of meal they would like. Meals that are not finalized by June 9th will be given lasagna. **Because this is catered, there are no day-of substitutions possible.**

There is no cost to attend our banquet, but we do pay for every meal that is ordered. Please ask any guests to let you know as soon as possible if their plans change, and if you are unable to fill the seat let us know. This event has sold out in recent years, and we would rather pack every seat than turn people away. Please also make sure that your guests know that while the dinner is free to attend there will be an invitation to support our work at the end of the evening. We don’t want anyone to think they were tricked into attending a fundraiser. We underwrite the cost of the dinner through sponsorships that start at just \$100. If you, your business, or your church are interested in helping us sponsor the event, [email](mailto:rsvp@gcrtl.org) me for sponsor information or you can download it on our [website](http://gcrtl.org). ***Finally, let your guests know that you will be handling registration for them. If they have already registered, let us know and we will sync the orders manually.*** We use Eventbrite because the costs of other programs is prohibitive for our event, but it does not allow some of the flexibility that you may be used to with programs like ministry sync. Thank you for your flexibility, which allows us to put sponsor dollars to their best use.

What are the registration types?

We have a few types of registration. The first thing to know is that we have tables of ten. The second thing to know is that if you are inviting guests, please let them know that you have registered them and they do not need to register themselves. If they already have, then let us know and we will cancel the duplicate!

Sponsors and VIP: We have VIP tickets available, either as part of sponsorship packages or as small dollar sponsorships. If you are sponsoring the dinner, we will work with you to identify and register your guests to the VIP reception and/or the dinner – if you try to reserve them online it will attempt to charge you. If you are purchasing VIP tickets only, be sure to also register for seats at the dinner. We are happy to assist with this if it is confusing. To be respectful of our speaker and other guests and to ensure that gestures of hospitality are not accidentally left behind, we ask that you do not use reception time to present the speaker with any items. If you have something you would like to present to the speaker, please contact us by June 1st.

Table Hosts: If you would like to be a table host, you will be working to fill at least one table of ten. Note that we cannot fit 11 at a table. If that happens, let us know and we can split your group into two groups. With advance notice, we can seat you near each other. To register a table of ten, select “10” seats under the Table Host ticket purchase area. You will be asked for guest names, meals, and (optional) emails. If you do not have those available, we recommend using the feature to “copy ticket” from seat to seat using your name. **Tip:** if you do not have an email, leave it blank rather than use yours multiple times (it can result in you receiving multiple confirmations). As you get your guests finalized you can reply to your confirmation email with changes and we will make them, or if you have an Eventbrite account you can edit yourself.

What if I have multiple tables? If you have multiple tables, you can either enter multiple registrations of ten tables, or you can email your table requests to rsvp@gcrtl.org. Remember that we will need guest names and meal selections. It may be easier to use one of [the rsvp forms](#) to help you keep track.

What if I have a table and a partial table? There are two ways that you can handle this. The first is that you can stretch to try to fill that second table! If that doesn't seem possible, you can enter one table of ten with ten tickets and then add as many “individual and small group” tickets as you need on the same order. We generally seat groups together, but even if that doesn't work out – it is ok; everyone at the dinner is a friend!

Individual and Small Group: If it is just you, you and a guest, or you and a small number of guests, register under individual and small group tickets. Simply select the number of seats that you want. You will be asked for guest names, meals, and (optional) emails. If you do not have those available, we recommend using the feature to “copy ticket” from seat to seat using your name. **Tip:** if you do not have an email, leave it blank rather than use yours multiple times (it can result in you receiving multiple confirmations). As you get your guests finalized you can reply to your confirmation email with changes and we will make them, or if you have an Eventbrite account you can edit yourself.

What if I have a partial table and find more guests? Awesome! Thank you. Unfortunately you can't add seats to a group, however, we can. Just let us know who you want to add to your reservation (rsvp@gcrtl.org) and we will take care of it for you.

It's just me... Can I register as a single ticket? Absolutely! This is one of the reasons that we try to ask people for their church; often there will be others from your church attending and we can help to seat you with people you at least recognize! Some of the time that doesn't work out, which is why we also work really hard to make sure that singles are not just add-ons to groups of 9 – we try to place smaller groups of people together so you can meet like-minded friends (and maybe sit together next year).

Speaking of which, I just found out some friends are attending; can I sit with them? We can almost always accommodate that, especially if you give us advance notice. If you let us know the day before via a Facebook message, though, it probably isn't going to happen.

Did we miss any questions about registration? Let us know at rsvp@gcrtl.org (we are a small team, so it might take a day or two to respond). There are also FAQs on the [registration page](#).

Ok. I'm a Table Host. What is my 'job description'?

Thank you for being a table or group host. Our event is successful because of the sponsors who help us to underwrite it, the table and group hosts who help us to welcome new friends, and the volunteers who help make it all happen. THANK YOU!

Here are a few things you can do to be successful

- Register your table sooner rather than later. We say this every year, and every year it comes true: this event will fill up. Please don't wait until the last minute to reserve your table, especially if you know that you will have a table. You can always add a second or third table.
- Think of friends, coworkers, neighbors, and people at your church who may be interested in coming. MANY tables are sponsored and filled by church groups. With permission, you can hang posters in common areas. We also have sample bulletin language and bulletin inserts on our [website](#) – some of them you can customize and some of them we can customize for you. You can print off posters from our website or you can contact our office (rsvp@gcrtl.org) and let us know how many and what size and we will bring them to you. The “custom poster” option includes room for you to write your contact information to invite people from your church so they can contact you to sit with the group.
- Consider a short email inviting people to join you for the event. We suggest giving them a deadline to let you know if they can come. We'll include some sample text at the bottom of this document.
- Share the GCRTL FB event or images on your social media accounts and invite people who are interested to reach out to you. Some churches and groups create tracking

methods so people can sign up (on platforms like flocknote, signup genius, or google forms. Do what works for you and your group).

- Send a reminder email on June 1st and June 14th reminding people that you have them registered and asking them to let you know if their plans have changed. This is especially important if you do not include an email for your guest in the registration – they will not get a reminder from us.
- Say a prayer for our work and the success of the event. Prayer is powerful, and we always have people working to disrupt our events. Give us a spiritual hand.

Want to do a little more?

If you have a particular talent and would like to volunteer with us for the banquet, click on the “volunteer” button on our [website](#) and let us know how you would like to help.

Sample email:

Hello friends! If you have not heard, Dr. Alan Keyes is going to be the special guest at the Greater Columbus Right to Life Annual Dinner on Monday, June 15th. I am hosting a table, and I thought you may be interested in joining me. The dinner will be held at Villa Milano (1630 Schrock Rd). The doors will open at 6:00 and the meal will begin at 6:30. The event will be over by 8:45.

There is no cost to attend the dinner, although at the end of the evening there will be a free-will offering to support the work of Greater Columbus Right to Life.

If you (or you and your spouse, etc) or anyone you know is interested in joining me, please let me know by (DATE), and I will get you registered. Let me know any other guest names as well as meal choices – you can pick from beef lasagna, vegetarian pasta, or a grilled chicken (that is gluten free).

Not only is Alan Keyes an amazing and inspirational leader who I can't wait to hear speak, I learned that this event provides most of the operating money for the year-round programming done by Greater Columbus Right to Life. If you aren't familiar with GCRTL, I support them because (list your own reasons here, or you can use a few ideas we are proud of, like:

- Since they implemented their sidewalk ministry ten years ago, abortions have dropped by nearly 50% in the central Ohio area,
- They provide free and low-cost educational programs to churches, families, and organizations that equip us to understand and defend the pro-life message, or
- Their advance medical directive and health care power of attorney project is helping thousands to live their pro-life and faith values at the end of life).

I'd really love to get a big group out to support this event. Let me know if you can come, and feel free to share this with anyone I missed!