

Table Host How-To:



Table Hosts play a *vital* role in the event's success. Below is information to help support you in your role as table host.

* Once you register for the Luncheon as a table host, you will receive a confirmation email that lets you see who has registered at your table and how to invite others! *

1. Invite

- Invite as many guests as you would like!
- **Tables seat 10** - if you end up with more, we can seat additional guests at a nearby table. If you end up with fewer than 10 guests, we may add other guests to fill your table.
- Inviting others is easier than ever- simply forward invitations from the confirmation email you receive after registering.
- **Tip:** Let people know why you care about Vision House!

2. Register

- **Please register your guests online by May 14th** through your confirmation email following your registration, or by using the link on our website: visionhouse.org/vision-house-luncheon.
- Your guests can register themselves online if that is more convenient.
- Make sure guests select your name or group from the drop-down box or note who they want to sit with in their registration form under "Event Information."

My Table Host is:

Select

I request to sit with:

3. Lead a generous table

- Be upfront about the event being a fundraiser.
- The cost of the luncheon is *free*. Let your guests know we will be asking them to make a generous donation near the end of the program to support Vision House families.
- If someone cannot attend, encourage them to contribute to support families at Vision House by making a gift at visionhouse.org and typing "VHL" or "Luncheon" in the notes.

4. Remind your guests

- **Follow up!** People often forget to RSVP. You may want to remind them more than once!
- We will send reminders about the Luncheon to all registered guests as the event gets closer, but it is a great idea to reach out to your personal guests - let them know you're excited to see them at the event.
- All table hosts will be sent updates and further instructions for the day of the event.
- Last minute cancellation? No problem! Please let us know whether or not you are able to find a replacement. **Please contact us with ANY changes as soon as possible so that we can plan accordingly at 425-228-6356 or events@visionhouse.org. Thank you!!**

If you have any questions, use the contact info above, or contact Sarah directly:
sarahs@visionhouse.org or 425-227-8340.