



Table Hostess Instructions

Friday, September 26th, 2025, at the Bahia Mar Hotel

6 Keys to the Banquet's Success

1. Pray and ask God to show you whom to invite

- Each table seats 10, including yourself and your spouse (if married).
- Please make every effort to fill each seat at your table.
- There is an approximate cost of \$150 associated with every seat we reserve.

2. Personally Invite your Guests

- Please speak with everyone you invite BEFORE you mail, or hand deliver the invitation.
- Clear the date, time and location with them and make sure they understand this is a **fundraising** event.
- **Encourage your guests to attend our pre-event and mini-Auction**
- Although there is no charge to attend, every guest will have an opportunity to make a financial contribution to Hope Women's Centers.
- **Menu:** Please let your guests know what the menu is: The entree is an 8 oz. Filet with a Wild Mushroom Demi Glaze served with mashed potatoes and broccolini. In addition, salad, rolls, dessert, and coffee. The entree is gluten free. We also have a vegetarian option. Please find out if there are any allergies. The chef can accommodate only in advance.
- **Please note:** The Banquet is on Friday night.

3. Mail/hand deliver your invitations by August 8th in order to receive their response by August 29th.

- **BEFORE** mailing or hand delivering your invitations, write **YOUR NAME** on the enclosed response card on the line at the bottom that reads your
- **TABLE HOST** _____.
- The envelope for the response card should be addressed to **YOU** not Hope Women's Centers. Also, it is a nice touch if you are able to affix a postage stamp on the return envelope.
- **We need the final list no later than Thursday, September 11th.**

4. Complete the BANQUET CONFIRMED GUEST LIST FORM

- Put **your name** on the NUMBER 1 line marked Host.
- USING ONE LINE FOR EACH GUEST - write the name address, e-mail, phone number and church for each guest.
- **THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE ADMINISTRATIVE OFFICE BY Thursday, September 11th.** Guest changes can be submitted by Thursday, September 18th.

5. Reconfirm your Guests attendance to the dinner by Friday, September 19th.

- A reminder is always appreciated - sometime people just entirely forget.
- If for some reason your guests' plans have changed, **please try to find others to fill the vacancies since we have already confirmed them as guests.**

6. LAST BUT NOT LEAST...

- **Mini-Auction:** Again, this year we will have a pre-event hour of hors d'oeuvres and a mini auction in the Grand View Ballroom that faces Ft. Lauderdale beach. That takes place from 5:30-6:30 p.m. Dinner seating begins at 6:30 pm and the program starts promptly at 7:00 pm.

- **Parking:** You may choose to tell your guests to self park in the provided lot or Valet. Either way, this service will be **free** for you and your guests. Simply instruct them to say that they are part of the “Hope Event” and they will receive free valet services. OR if they choose to self-park, they will receive a validation slip upon registering into the event that will allow them to leave at no cost.
- **Dress** is semi-formal. Ladies usually choose to wear a dress or pantsuit and gentlemen a sport coat and slacks.
- **At Banquet:** Please arrive by 6:00 pm and take a few minutes to pray for your guests prior to their arrival.
 - Encourage your guests to read our impact report
 - When reference is made to the "**Your Involvement Cards**", you will distribute the cards/envelopes to your guests. Carry the filled basket up to the stage when instructed to do so.
 - Collect any leftover Hope brochures, programs, etc and set them on the stage (anything left on the table will be discarded by the wait staff)
 - Remember to thank your guests for attending the Dinner and supporting Hope Women's Centers.

WHAT'S THE DIFFERENCE BETWEEN TABLE HOSTING & UNDERWRITING?

TABLE HOSTS are individuals who agree to prayerfully invite people to the Banquet and act as host for their table that seats up to 10 guests.

UNDERWRITERS are individuals who donate towards the expenses of the banquet in advance. *(see our Friends for Life letter and response card)*

Some TABLE HOSTS are also UNDERWRITERS, but donating towards the table is NOT a condition of serving as a TABLE HOST.

Some UNDERWRITERS also serve as TABLE HOSTS and fill a table with guests, but filling a table is NOT required to underwrite a table.

THANK YOU FOR ALL OF YOUR HELP. WE KNOW GOD WILL BLESS YOU!

I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life. John 8:12 NIV

*Legacy
of
Light & Life*