

A faint, light-colored floral graphic is centered behind the main title. It consists of several large, stylized flowers with long, pointed petals and prominent stamens, rendered in a light grey or off-white color. The flowers are arranged in a circular pattern, creating a delicate and elegant background for the text.

Fundraising
Banquet

2017
TABLE HOST
HANDBOOK

www.Voice4Life.org/banquet

WHAT IS A TABLE HOST, ANYWAY?

Care Net PRCs' 2017 Fundraising Banquet is critical to sustaining the ministry as we seek to impact and transform people with the love of Christ.

God is accomplishing great things at Care Net PRCs and we can't wait to share the impact with individuals in our communities. We need your help to engage others in this fundraising event!

The Table Host role involves:

- Filling at table of 10 with friends who may be led to become financial partners of this ministry
- Promoting the event among your circle of friends
- Igniting enthusiasm and awareness among your guests

Table Hosts will receive regular updates from the 2017 Banquet Team with helpful resources as well as incentives for goals reached. Remember, you are not alone! Your willingness to share passion for the sanctity of human life and love for this ministry will greatly impact the success of this event.

Thank you for joining our team of Table Hosts!



Banquet Point of Contact:

Audrey Edwards
Donor Relations Coordinator
drc@carenetprcs.org
703-330-4572

TABLE HOST CHECKLIST

1. Register as a Table Host

- Register yourself for the event by visiting **www.Voice4Life.org/banquet** and follow the step by step instructions. You may also register by phone: 703-330-4572
- Once your registration is complete, you will receive a confirmation email.
- Save this email as you will need the link it contains to invite and register your guests.

2. Invite Your Guests

- Pray about who to invite to fill a table of 10. These could be friends, family members or colleagues who may be led to become financial partners of this ministry
- Invite guests using the physical invitations and email link we have provided.
- **AS A TABLE HOST, PLEASE NOTE THAT GROUP SEATING IS LIMITED TO THE FIRST 500 GUESTS.** To ensure your group is ***seated to together***, it is critical that your guests register ***by October 30***. Once the first 500 guests are registered, all remaining guests will be seated by general admission, based on availability.

3. Connect with Your Guests

- Invite your guests in person, by phone, mail and email. Follow up all invitations with a personal phone call or email.
- Encourage your guests to register as soon as possible:
 1. Online at **www.Voice4Life.org/banquet**
 2. By mail: PO Box 2040 • Manassas, VA 20108
 3. Or by phone: 703-330-4572

TABLE HOST SCHEDULE

Use this schedule to help you stay on track as you invite and connect with your guests. The more you connect, the more excited your guests will be!

➤ SEPT. 25-29

- Select and finalize your guest list.
- Meet with your pastor/leadership about promoting the banquet within your church. (See: Promoting The Banquet at Your Church).

➤ OCT. 2-6

- Mail physical invitations to your guest list.

➤ OCT. 9-13

- Pray for God to bring the right people to your table.

➤ OCT. 16-20

- Follow up in-person with your guests as you are able.

➤ OCT. 23-27

- Send a follow up email to your guest list, reminding them to register online if they haven't yet done so.

➤ OCT. 30-NOV. 3

- Verify guests have registered online by checking your guest list via the link in your registration email.
- Follow up via email, phone or in person as needed.

➤ NOV 7-9

- Call guests to remind them about the event. ***IMPORTANT:*** Please let us know of any last minute cancellations! Email Audrey at drc@carenetpcs.org or call 703-330-4572.

➤ NOV. 10

- Banquet night! Please arrive no later than 5:45pm for Table Host check-in.

TIPS ON BEING A GREAT TABLE HOST

- Invite your guests *in person*. Previous Table Hosts have found the more personal the invitation, the higher the success rate in registration and attendance.
- Invitations for email use can be found in your Table Host registration confirmation email. You can access this by clicking the “Manage My Guest List” link in the email and follow the instructions. If you lose the email link, contact us and we can resend it.
- Help your guests register Online at **www.Voice4Life.org/banquet**. Or register your confirmed guests via the “Manage My Guest List” button in your Table Host confirmation email.
 - **IMPORTANT:** please include all contact information for the guests you are registering, including their email addresses, so they will receive registration confirmation and other important information such as directions, updates, last minute changes, etc.
- Confirm your guests: Each of your guests ***must be registered by October 30***. If they cannot register, offer to do it for them or call our office at 703-330-4572 for assistance.
- Call and email reminders periodically. Regularly check your table to see who has registered online. Add confirmed guests or remove cancellations via the “Manage My Guest List” link in your Table Host Confirmation email.
- In everything, ask for God’s guidance in regards to how you can further His ministry. As a Table Host, ask Him to give you clear direction for whom to invite, your availability and resources as you take on this role. It is the wish of the entire Care Net PRCs Team that God be glorified in everything we do, so join with us as we seek to bring honor to our Heavenly Father.

PROMOTING THE BANQUET AT YOUR CHURCH

- Meet with your Pastor or church leadership early to secure their support. Provide them with 2017 Fundraising Banquet resources.
- Schedule a time to talk about the Banquet with various groups within your church (small groups, Sunday school classes, men's & women's groups, MOPS, etc.)
- Ask your Pastor to share about the Banquet during one of your services and show the Banquet "I'm a Voice for Life" promo video!
- Encourage the congregation to register online ASAP.
- See the resources page on our website for a PowerPoint, a printable bulletin insert file, poster and more!
- If you need more posters and invitations, just let us know by emailing Audrey at drc@carenetprcs.org or call 703-330-4572.
- Personalize your table! Make it special for your guests with a goody bag, swag, etc. Little touches like these will make your guests feel valued.

QUESTIONS ABOUT CARE NET PRCs

As you encourage people to attend the Fundraising Banquet, you may need to answer questions about the ministry of Care Net PRCs. Here are a few quick facts that may help!

- Care Net PRCs is a Christ-centered 501(c)(3) non-profit organization. As a Christ-centered ministry we uphold the sacred value of life by reaching out to those experiencing unplanned pregnancies, teaching abstinence, and offering spiritual healing from the emotional effects of abortion.
- Care Net PRCs operates a pregnancy medical center in Manassas and a non-medical pregnancy resource center in Woodbridge with all services provided at no cost to the client.
- Care Net PRCs receives no government funds – events like the Fundraising Banquet are vital to raising funds to support pre-born babies and their moms and dads!
- Care Net PRCs is a member of the Evangelical Council for Financial Accountability (ECFA). We promise to honor all gifts by using them where they are needed most.
- Stories are powerful. Feel free to share one of Care Net PRCs' newsletters www.voice4life.org/quarterly-newsletter
- Your story is powerful, too – share why you're passionate about LIFE and why you support Care Net PRCs!



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