



NEW FRIENDS BANQUET

The Potter's House
April 25, 2023

GUIDELINES FOR TABLE HOSTS

What are my responsibilities as a table host?

A table host's job is to fill a table at the banquet. Each table seats 8-10 people, including yourself. You may host as many tables as you'd like! At the end of the program, you will be asked to collect the pledge cards from your guests. Please inform potential guests that this is a fundraising event.

Who should I invite?

We encourage you to invite guests who you believe would be interested in learning more about our mission and are prospective supporters of The Potter's House. Consider your family, friends, neighbors, small group, or co-workers.

How do I register to be a table host?

You may register to host at lunch, dinner, or both!

- Visit tphgr.org/banquet2023 - this is the preferred and easiest option!
- Or call 616-241-5220 / email events@tphgr.org

How do my guests register?

Once you register, you will receive invitations to hand out to those you ask to sit at your table. These will have instructions for registration included on them. They will be prompted to identify you as their table host! We strongly suggest that guests register themselves so that we receive all the necessary details from them

When is the deadline to sign up to be a table host?

Please sign up to host your table by **Monday, March 27**. Guest registration deadline is Monday, April 17.

What is the cost to host a table?

It's free of charge! But if you are unable to host or attend the event, please bless us in another way by considering sponsoring our event. Please email events@tphgr.org to learn more about this option.

Important Details:

Lunch: 11:30 AM-1:00 PM

Dinner: registration at 6:00 PM, the program begins at 6:30 PM.

JW Marriott Int Ballroom, 235 Louis St NW, Grand Rapids, MI 49503



For any other questions or concerns, please contact Ann Talen, event coordinator,
events@tphgr.org or 616-818-3776