

## TABLE HOST GUIDELINES:

- Table hosts invite the women in their lives to attend the 10th Annual WomenGive Luncheon. Ideally a table host will fill a table of 10 guests (nine attendees and herself), or more.
- Tables can be filled with any combination of current and prospective WomenGive members.
- Table hosts will be asked to provide an update of their guest lists on **February 8th** and **February 15th, 2016**. Table hosts will submit their **final guest lists no later than February 18th, 2016**.
  - All guest names should be submitted to **Savannah Geasey** at [sgeasey@uwaylc.org](mailto:sgeasey@uwaylc.org). You do *not* need to register your guests online.
  - Please submit the first and last names of your guests along with their email addresses. This will allow us to send an email reminder of the event and ensure all guests have a seat at the luncheon.
- If a host fills more than 10 seats we will place her guests at two adjacent tables. If a host has less than a full table, we will fill in your table with additional guests.
- WomenGive members are more than welcome to share the hosting responsibilities with another WomenGive member by co-hosting a table.
- At the Luncheon table hosts will be responsible for making everyone at their table feel welcome. WomenGive staff will provide you with answers to frequently asked questions.
- Table hosts will collect completed pledge cards and envelopes from guests at their tables and turn them in to WomenGive staff.

### Table Host Incentives –

- All table hosts will receive a small thank you gift from the **Savory Spice Shop**.
- The table host who recruits and registers the largest number of guests will be awarded a \$100 gift card to **Athena Salon, Spa and Wellness**.
- All table hosts will be entered into a random drawing for mini photo session with **Danielle DeFiore Photography**.
- All new table hosts will be entered into a drawing for a \$50 gift card to **Madd Style Boutique**.

*Table host incentives are generously contributed by our Business Members:*



## WOMENGIVE WILL PROVIDE:

- An electronic copy of the event invitation for you to share with your friends and network.
- Answers to frequently asked questions about WomenGive.
- A WomenGive membership roster.

## LUNCHEON DETAILS:

- The luncheon is a free event thanks to the generous support from our Mission Sponsors: The Donnan Charitable Foundation, The Group Inc., Real Estate, and UC Health.
- All attendees will learn about WomenGive and be encouraged to join us in membership.
- While we will focus on recruiting new members and current member renewal at the event, all gifts of all sizes will be welcomed and appreciated.

