

BLACK TIE DINNER

Table Host Information Sheet

OVERVIEW

Our Table Host program is an important fundraising tool for Black Tie Dinner, directly impacting the funding we distribute to our beneficiaries. As a Table Host, you can host an entire table with ten (10) seats for your friends and colleagues. A table costs \$5,000 and can be paid entirely by the Table Host or by individual guests at \$500 a seat.

Friday, May 10	Saturday, Aug 31	Early Sept.	Saturday, Oct 19	Saturday, Nov 9
				
Table Reservations Open	Table Payments Due	Table Selection Starts	Meal Selection Due	Guest Information Finalized

TABLE HOST RESPONSIBILITIES

Fill a table with 10 guests at \$500 a guest
Ensure full table payment by Saturday, August 31
Input guest meal selections Saturday, October 19
Finalize guest information by Saturday, November 9

RESERVATIONS

Reserve your table starting at 8:00 a.m. on Friday, May 10.

A \$1,000 non-refundable deposit is required for reservation. The deposit will be applied towards two seats.

Vouchers may be used for deposit, if applicable.

PAYMENTS

Tables can be paid in full by the Table Host, or Table Host can request payment from guests via their account.

Full table payment is due by midnight on Saturday, August 31.

Table Host will not be able to select table placement until table is fully paid.

BENEFICIARY AFFILIATIONS

Tables may be affiliated to any of our beneficiaries. Table Hosts can affiliate during the checkout process, or at any time by visiting Tables under their account.

Tables may be 50% or 100% affiliated to any of our beneficiaries.



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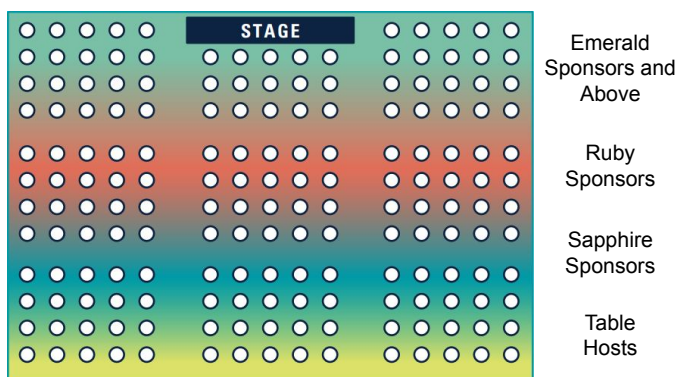
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TABLE SELECTION

Table selection will begin in early September. Table Hosts will be notified via email when they are able to select their table location.

During the selection process, sponsors select first, followed by Table Hosts. Table Hosts select in order of the date their table was paid-in-full.

EXAMPLE BALLROOM LAYOUT



*This example ballroom layout is based on historical data. Table placement is not guaranteed. Layout of the ballroom for this year's dinner may be different and is subject to change.

TIPS FOR BETTER PLACEMENT

Pay off the table in full immediately.

Upgrade your table to one of our sponsor levels by contacting sponsors@blacktie.org

MEAL SELECTION

Meal selections for guests should be completed by Saturday, October 19.

Dietary restrictions and allergies should be noted as a part of meal selection. Meal preferences (e.g., double meat, removal of certain items) cannot be requested.

We will do our best to accommodate, but selections made after Saturday, Oct 19 are not guaranteed to be honored.

GUEST INFORMATION

We request information for each attendee be completed by Saturday, October 19.

Name and phone are required for each guest.

Failure to complete guest information by November 9 may result in delays during registration.