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Life Champion Banquet
Table Host Handbook
Center for Pregnancy Choices - Metro Area



Table of *Contents*

Dear Table Host 2

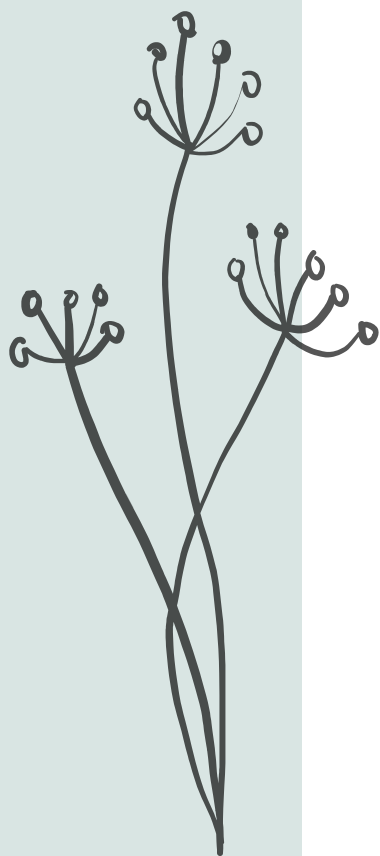
Key Dates & Deadlines 3

Your Guest List 4

Banquet Host Checklist 5

Online Registration & Invitation
Instructions 7

Night-Of Instructions 8



2025

Dear Table Host,

Thank you for agreeing to represent CPC Metro this year as a host at our 2025 Fall Banquet. You play a vital role in helping the ministry grow by bringing new people to the Banquet who might have a heart for our ministry.

Your passion for LIFE is contagious. Together, we can be reminded of how she truly needs you through transformational ministry. We are called higher to create a culture where abortion is unthinkable.



Enclosed are tools to assist you in being a successful Table Host. Please take a few moments to familiarize yourself with the Host Checklist on page 5.

If you have any questions, please don't hesitate to contact us. We are grateful for your support, and we are here to assist and equip you. We can't wait to see how God moves through you as a CPC Table Host!

Many blessings,

Erin Kate Goode

Office: (601) 487-1063
Mary Evelyn: (985) 317-8482

2025

Key Dates

deadlines

Happening Now

REGISTRATION

We will register you online, so be sure to watch for an email from *FundEasy* with your personal guest page—**don't delete it!** Also, be sure to let your guests know there will be a chance to give at the event.

September 1st

GUEST REGISTRATION DEADLINE

Guests not registered with CPC Metro by this date are not guaranteed a seat at the event but will be placed on a waiting list.

September 3rd

REMIND YOUR GUESTS

Please remind your guests that you're looking forward to spending the evening with them at the banquet. Notify us of any guest changes as soon as possible!

Thursday, September 4th

ANNUAL BANQUET

Arrive at the MS Trade Mart by 5:45 p.m. to check in and receive your table host packet. If last-minute cancellations occur, please contact us with any changes ASAP.



Your Potential Guest List

Your table seats 8 guests (including 2 hosts)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

This is a fundraising event for CPC, so please inform your guests prior to the event that there will be a financial appeal.

Guests not registered with CPC by September 1st are not guaranteed a seat but will be placed on a waiting list.



2025

Table Host

checklist

Who To Invite

Our goal is to fill each seat with NEW individuals whose hearts may be open to this life-affirming ministry and be moved to financially partner with CPC. This is an adult-centered event. Keep in mind, that couples typically make financial decisions together, so please invite both husband and wife if you are inviting a married couple.

Invite Your Guests

- ☐ Mark the guest RSVP deadline of September 1st on your calendar
- ☐ Include yourself (and spouse) in your guest count
- ☐ Send your invitations electronically (see page 6 for instructions). and/or
- ☐ Send your invitations by mail (paper invitations are included in this packet.)

NOTE: Don't forget! Follow up on all invitations with a personal call before the RSVP deadline.

Register Your Guests

- ☐ Register your guests online (see page 6 for instructions). **-OR-**
- ☐ Guests can register by phone: Call Mary Evelyn at (985) 317-8482

Why Should I Use *the online system?*

Using our online guest registration system is the fastest and easiest way to invite your guests.

- Your guests are able to respond to your invitation directly from their emails with just a push of a button.
- You will get immediate confirmation of your guests' RSVPs, changes, and cancellations right to your email inbox.

Table Host Information

Sandy, thank you for being a **table host** at the upcoming Dev
- Banquet FTA!

Inviting and **registering** guests is easy. You can start today!



Manage My Guest List

*Please retain this e-mail and use this button each time you need
to manage your guest list.*

**NOTE: If you have not received your
Table Host information please contact
Mary Evelyn: maryevelyn@cpcmetro.org**





Online Guest Invitation

registration instructions

ACCESS YOUR BANQUET HOST WEB PAGE

- CPC will register all Table Hosts online which will provide a personal webpage to register your guests.
- Each Host will receive an email with the subject. *"Table Host Instructions: 2025 Life Champion Banquet."* Do not delete this email - you will use it to access your webpage each time

GET STARTED: CLICK ON "MANAGE MY GUEST LIST" BUTTON

INVITE FRIENDS

- Click on Invite Your Friends
- Enter their email addresses, separated by commas
- Add a personal note (optional)
- Click "Send Email"

REGISTER YOUR GUESTS

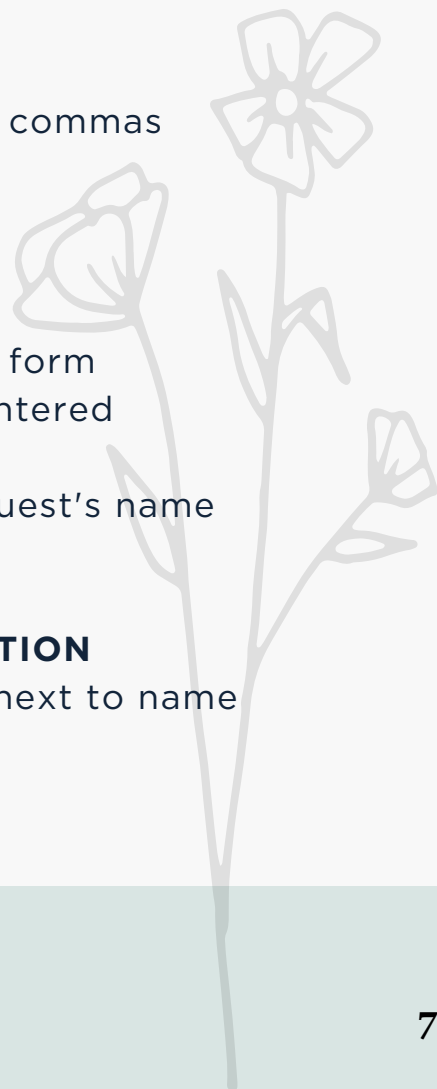
- Click on Register a New Guest
- Enter their information on the registration form
- Click on Finished once all data has been entered

EDIT YOUR GUEST'S INFORMATION

- Click on the triangle to the right of your guest's name
- Click the Edit Registration button
- Click "Save" once changes are complete

HOW TO CANCEL YOUR GUEST'S REGISTRATION

- Click on the "Cancel Registration" button next to name
- Click OK



2025

Night-Of Instructions

and important reminders

For Table Hosts:

Thursday, September 4th, 2025

Doors open to guests at 6 p.m. Please arrive by 5:45 to greet guests

As Guests Arrive:

Introduce your guests to one another and make them feel comfortable. Please do not pass out any materials in the extra-large envelope until instructed.

During the Repsonse Portion:

- When instructed, please give a response card to each guest at your table. Pens will be available for each guest near their place setting.
- Collect all of response cards and place them back into the large folded envelope that has your table number printed on the front.
- You will be given instructions regarding what to do with the large envelope. Please encourage guests to stay seated during this portion of the evening. The event will conclude shortly, and we appreciate the minimization of distraction for all guests during this time.

Mississippi Trade Mart
1200 Mississippi St.
Jackson, MS 39202

CONTACT

information

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