

Dear Friend of Literacy,

Thank you for hosting a table!

We are grateful for your decision to partner with Cape Fear Literacy Council for **The World of Literacy**: our annual Luncheon for Literacy on Tuesday, **April 23, 2024**. This is our signature event and primary fundraiser.

CFLC's table hosts have an essential role. As you consider whom to invite to fill your table of eight (8) seats, please strategically ask those you believe would be interested in supporting the Cape Fear Literacy Council. Our goal for the Luncheon is to raise over \$100,000. We can do it with your help!

Please use the following steps as a plan of action:

1. **Hand out, mail, or email invitations** to your prospective guests. We encourage you to enclose a personalized note within your invitations.
2. **Manage your Guest List.** Keep a record of your invitations and guest responses. Make sure to get accurate spellings of names and email addresses. CFLC staff will collect this information before the event to send housekeeping emails, get a count for the caterer, and create name tags.
3. **Confirm attendance with your guests.** Please send all confirmed RSVPs to Yasmin Tomkinson (ytomkinson@cflteracy.org) by noon on Wednesday, April 10, 2024. Any remaining seats will be filled with other Luncheon guests. Please contact Yasmin if you need support or assistance.

We appreciate your participation and look forward to enjoying this special event with you!

With thanks,
Yasmin Tomkinson
Executive Director
ytomkinson@cflteracy.org
(910)251-0911

Need inspiration? Look for the Table Host toolkit on our event website.