

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 **40th Anniversary Birthday Celebration**: our annual Luncheon for Literacy on **Tuesday, April 29, 2025**. 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 \$125,000. 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 Emily Mitchell ([emitchell@cfliteracy.org](mailto:emitchell@cfliteracy.org)) by noon on Wednesday, April 16, 2025. Any remaining seats will be filled with other Luncheon guests. Please contact Emily if you need support or assistance.

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

With thanks,  
Emily Mitchell  
Development Director  
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