

CFLC Luncheon 2025



Table Host Checklist

PRE- EVENT

- **Fill your table of 8** by inviting your friends, family, neighbors, and associates to sit with you. Remember to save a seat for yourself!
- **Follow up with each guest** by email after they confirm.
- **Monday, April 14:** Call or email your guests two weeks before the Luncheon to remind them. (All attendees will receive informational emails from the Literacy Council; this is a special communication from you to your guests.)
- Confirmed guests' names and email addresses should be sent to emitchell@cfliteracy.org by noon on **Wednesday, April 16, 2025**.

DAY OF EVENT (TUESDAY, APRIL 29, 2025)

- **Check-in by 11am at Northside Church;** greet guests as they arrive at your table. Your table number will be on each guest's nametag at check-in.
- **The "Ask":** During the program, when the speaker prompts, distribute donation cards, envelopes, and pens. Lead by example – make your donation on a card or your mobile phone using the QR code. Some guests will be looking to you for what they should do.
- **Next: Immediately following the "ask,"** collect all pledge cards and envelopes from your guests and tabletop. Place them back in your designated table envelope to be collected by event staff.

POST EVENT

- Call or email your guests within two days to thank them and ask their thoughts on the Luncheon. Please take notes to share with CFLC staff and the luncheon committee. We will use this feedback to plan for next year's event.

CFLC *Luncheon* 2025



Table Host Planning Timeline

Important Dates to Remember

Now through April 4, 2025

Invite guests and fill a table; email guests when they confirm.

Monday, April 14

Call or email guests with an event reminder. Make any necessary edits and updates to the list.

Wednesday, April 16

Final list of confirmed guests due to emitchell@cfliteracy.org

Tuesday, April 29 – The Luncheon for Literacy!

Doors open at 11:00am, and the program begins at 11:30

Wednesday, April 30 through Thursday May 1

Call or email guests to thank them for attending; get their impressions and feedback.

May 2 through May 6

Send feedback you receive from guests to CFLC.