



IFI Annual Banquet 2024 - Saturday, April 27th
Table Host Check List Prior to Event

_____ **Resources:** Carefully review all of the resources in this packet or at:
<https://columbus.ifipartners.org/worldofdifference/table-host-resources/>

_____ **Pray:** Ask God to help you identify people to invite and fill a table of 10. (Please read: “How to Fill Your Table”)

_____ **Table Host Email:** Did you receive the Table Host Instructions email after you registered? If not, please check your spam folder. You will use the “Manage My Table” link in the email to send e-vites, register guests, and track responses. Contact Tish at: tish@ifipartners.org if you don’t have the email or have questions.

_____ **Other Invites:** You may choose to invite on the phone, in person, or send the paper invites IFI has provided.

_____ **Have a Follow-up plan: (Read “Steps for Inviting Guests to the IFI Banquet” and the sample scripts)**

_____ **Invite:** Send an email or send/give a paper invitation

_____ **Follow up:** Call or in person with about 7-10 days later to make sure they got your invitation and/or see if they have questions about the event. Please refer to the document “Steps for Inviting Guests to the IFI Banquet”.

_____ **Give RSVP Instructions:** See RSVP options below.

_____ **Verify RSVP:** Check to make sure they are registered to sit at your table. (Use your “Table Host Email”.

_____ **Understand the RSVP Options for Guests:**

1. Respond to the registration system email invite you sent them. They are automatically placed at your table. (see “Table Host Email” above)
2. Guests register themselves by contacting Registration Coordinators: call or text (614) 450-2495 or email worldofdifference@ifipartners.org . Please tell guests to ask to sit at your table.
3. You register your guests using the online system. (see instructions below).

When you register guests: please include all of their contact info and meal choice.

_____ **Full name of each guest (Spouses also)** *This information is printed on name tags so make sure you spell their name correctly.*

_____ **Enter their mailing address (Please do not put your address.)** *We use this address to mail a postcard reminder with directions and parking instructions 1 week prior to the event.*

_____ **Email address.** *We will use this to send (1) reminder about the event. (Please don’t put your address or make up an address.)*

_____ **Phone number.** *This is for emergencies in case we need to cancel the event.*

_____ **Church they attend.** *If you know the church they attend that would be helpful to have this for our records.*

_____ **Meal choices:** Options: Beef Lasagna (cannot accommodate any dietary restrictions) and vegetarian (Dairy-free, gluten-free, vegan).

_____ **RSVP Deadline:** All your guests must be registered by April 14th. (Please note: This deadline may be extended if there is still space after this date).

_____ **Table Host Captain/Mentor:** Please reply to the emails that you get from your Captain/Mentor. Let them know if you have questions, need any help, or have specific prayer requests. If you are unable to reach your Mentor/Captain, contact Tish K., Table Host Committee Chair, at: tish@ifipartners.org

_____ **On the Night of the Banquet:** Please plan to arrive no later than 5:20 p.m. Guests arrive at 5:45pm.

Thanks for serving!