



Dear Table Host:

Thank you for signing up to be a table host for the **18th annual International Friendships Dinner: *Making a World of Difference* on Sat., April 26, 2025**, at Villa Milano, 1630 Schrock Rd, Columbus, OH 43229! Your participation will help IFI grow the ministry. Your guests will be blessed by a wonderful meal, enjoy hearing testimonies of God's work in and through internationals, and have an opportunity to give so that the IFI work can continue and advance.

I know some of you have been hosts in the past, but others are new to the position. **Please read the important information below for both veterans and newcomers.**

1. Please remember to carefully read the enclosed handouts. ***Doing this now will save you and your guest's time later.***
2. **Mark your calendars for these 2 dates/times:** The RSVP Deadline is April 13th and on the night of the event plan to arrive ***no later*** than 5:20 p.m. Guests start check-in at 5:45 p.m.
3. **Registering and inviting folks electronically.** This is the preferred way to invite and register guests. After you signed up as a Host you should have received an email with the subject "*Table Host Instructions*". **If you need another copy of that email, please let us know as soon as possible.** You will use the "*Manage My Table*" button in this email to send invites and track RSVP's. (There are tutorial videos available to help you understand how to use this system. The videos are on the resources web page: <https://columbus.ifipartners.org/worldofdifference/table-host-resources/>.)
4. **Paper invitations:** Enclosed you will find extra paper invitations. Guests may decide to register themselves online or contact the Registration Coordinator: by phone: call (614) 591-8135 or email [worldofdifference@ifipartners.org](mailto:worldofdifference@ifipartners.org). **Please make sure guests who register themselves indicate they want to sit at your table.** Of course, they can RSVP to you, and you can register them online as indicated in #3 above.
5. **All hosts will have a Table Captain/Mentor to assist, encourage, and pray for them.** Your Mentor/Captain's name and email are included in this packet. They will be in contact with you periodically, or you can contact them directly with questions.
6. **If you have hosted in the past,** please consider asking a few others who sat at your table in the past to host their own table this year. **We are praying for 70 table hosts and that 50% of the guests are new to the Banquet.** You can refer people who are considering hosting to the following web page for info about being a Table Host: <https://columbus.ifipartners.org/worldofdifference/table-host-resources/> .

**Would you pray with us for God to draw guests to the event who embrace the IFI vision and desire to partner financially?** The IFI Staff and Table Host Committee appreciate your time and effort in helping to make this event a success! Please let Tish or me know if you have any questions. Our contact information is below. We look forward to supporting your efforts.

Blessings,

**Leila**

Leila Gardner  
Co-Chair Table Host Committee  
[lgardner@ifipartners.org](mailto:lgardner@ifipartners.org)

**Tish**

Tish Krajnak  
Co-Chair Table Host Committee  
[tish@ifipartners.org](mailto:tish@ifipartners.org)



IFI Annual Banquet 2025 - Saturday, April 26th  
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](mailto: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) 591-8135 or email [worldofdifference@ifipartners.org](mailto: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 13th. (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](mailto: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!**



IFI Annual Dinner  
**Suggestions for Table Hosts on how to fill a table**

Prayerfully consider who you might invite to attend. *Please remember to let your guests know that this is a fundraising event and that at the end of the evening, there will be an opportunity to give financially.*

- Your Pastor(s) and/or Mission Board members.
- Friends who are interested in missions.
- We are praying that 1/2 of those who attend will be new to IFI or have never attended the dinner.
- Those who have the ability to join our mission financially.
- Please don't invite non-believers or international students. *(This is a fundraising event for potential financial partners and not an evangelistic event).* If you have questions about this, please contact Leila at: [l.gardner@ifipartners.org](mailto:l.gardner@ifipartners.org)

How do I fill my table?

- **There are 10 seats at a table.** Make a list of 20-30 people (see ideas above).
- Send an electronic invite using the link in the "Table Host Instructions" Email you received when you signed up as a Host. (If you don't have this email, please email: [tish@ifipartners.org](mailto:tish@ifipartners.org), and she will resend it to you.)
- Handout or mail the paper invitations included in this packet. A personal invitation is best!
- Follow-up with a phone call if necessary (Please review "The Steps to Follow up Guests" document on the other side of this page.)
- Use the online system to check to see if folks are registered and/or to register folks (Please watch the video at: [ifipartners.org/banquet/table-host-resources/](http://ifipartners.org/banquet/table-host-resources/) if you don't know how to do this).
- If you or your guests need help with registration contact the Registration Coordinators at [worldofdifference@ifipartners.org](mailto:worldofdifference@ifipartners.org) or (614) 591-8135
- Please try to fill your table ASAP, **but no later than April 13th**, which is the RSVP deadline. We may extend the deadline a few days if there is still space.

# The Steps to Follow When Inviting Guests to the IFI Banquet

1

## PRAY & NAME STORM

*Ask God to bring people to your mind who you could invite.  
(To help you name storm, refer to the document "Suggestions  
to help you fill your table".)*

2

## PERSONAL INVITE

*Personally invite your friend to come to the banquet.  
You know the best way to invite your friend. Do they  
prefer a call, an email, a text or a paper invitation?*

*Let them know you will plan to follow up in 7-10 days  
to confirm if they are able to attend.*

3

## FOLLOW UP

*Contact in 7-10 days based on response below*

**"YES"**

*Make sure they know  
how to RSVP. If this is the  
second time and they still  
are not registered you may  
want to help them register  
over the phone.*

**"MAYBE"**

*Have they talked with  
their spouse? Do they have  
a potential conflict on  
their calendar? Is there a  
reason why they don't feel  
comfortable going?*

**NO RESPONSE**

*Call them or talk with them in  
person. Are they coming? Did  
they receive the invitation?*

**"NO"**

*Keep inviting others until  
you fill a table or have  
contacted everyone on  
your list. (Maybe you can  
fill more than 1 table).*



## Sample Scripts- For inviting people to the IFI Annual Dinner

### **First Contact**

Hello

I want to invite you to a great event. As you are aware {I/we} have been {serving/giving} {to/with} a wonderful ministry organization called International Friendships (IFI). They reach out to international students at OSU and other campuses. {Add a personal story such as...} "Do you remember meeting my friend \_\_\_\_\_" OR "Do you remember me telling you about the {Dinner/the welcome party/picnic} last year?"

IFI is having a fundraising and involvement Dinner on Saturday, April 26th at Villa Milano, 1630 Schrock Rd, Columbus, 43229. There will be a complimentary meal and a chance to hear how God is using International Friendships to reach the nations with the gospel. I think you will be encouraged as you hear current and former international students tell stories about how God has worked in their lives. There will also be an opportunity for you to join the mission by giving, but you are not obligated to do so.

Would you {and husband/wife name} like to come and sit with me {and your spouse's name}? Check-in is from 5:45-6:00 p.m. and is over by 8:45 p.m.

I understand you need to check your calendar and check with {spouse's name}. I will send you an invitation via email. It has more information and you can RSVP before April 13<sup>th</sup> using the link in the email. I look forward to hearing from you soon.

**First Follow up conversation:** 7-10 days after the first email or paper invitation was sent.

(Before you call, please check to see if your friend has already sent an RSVP or they are already registered at your table. Use the “Manage My Table” button in your “*Table Host Instructions*” email.)

Hi\_\_\_:

How is it going? I am calling as I said I would to see if you have received the invitation I sent via email or regular mail about the IFI Annual Dinner. Did you receive it? Great! Do you have any questions about the event or IFI? Are you and {spouse’s name} thinking you are able to come?

Yes: Wonderful. I know you will enjoy the event and be really encouraged by the testimonies of what God has done in the lives of internationals. Do you have the email I sent you handy? I can tell you how to register. You just hit the green “Attend” button and complete the form that pops up. This should put you at my table automatically. I can walk you through it now if you want. {If they seem unwilling to do it themselves or are technologically challenged you can offer to register them while you are on the phone with them.} (Use the “Manage My Table” button in your “*Table Host Instructions*” email)

Not sure yet: I understand you are not sure yet. When do you think you will have a better idea of your schedule? When you know for certain, just use the email invitation I sent to you to RSVP. If I don’t see that you had a chance to RSVP, I’ll check back with you then.

No: I understand. If you have the email I sent handy you can just click on the red “decline” button that will help us keep track of who has responded. If you have some time after the banquet maybe we can get coffee, and I can show a few of the video testimonies that were shared. They are always so encouraging.

**2nd or 3rd Follow-up conversation** *Contact them at the time you arranged in your previous conversation.*

Please note: If they are not willing to tell you their RSVP after you have talked with them 2 or 3 times, they may not be interested and just don't want to say "no" to you. I would just move on and invite or follow up with other guests.

(Before you call, please check to see if your friend has already sent an RSVP or if they are registered at your table. Use the "Manage My Table" button in your "*Table Host Instructions*" email.)

Hi\_\_\_:

How is it going? I am calling as I said I would to see if you have a better idea of your schedule. When we talked last you were not sure if you were able to attend the IFI Annual Dinner on Saturday, April 26th. Are you and {spouse's name} thinking you are able to come?

Yes: Wonderful. I know you will enjoy the event and be really encouraged by the testimonies of what God has done in the lives of internationals. Do you have the email I sent you handy? I can tell you how to register. You just hit the green "Attend" button and complete the form that pops up. This should put you at my table automatically. I can walk you through it now if you want. {If they seem unwilling to do it themselves or are technologically challenged you can offer to register them while you are on the phone with them.} (Use the "Manage My Table" button in your "*Table Host Instructions*" email)

Not sure yet: I understand you are not sure yet. When do you think you will have a better idea of your schedule? When you know for certain, just use the email invitation I sent to you to RSVP. If I don't see that you had a chance to RSVP, I'll check back with you before the deadline on April 13th.

No: I understand. If you have the email I sent handy you can just click on the red "decline" button that will help us keep track of who has responded. If you have some time after the banquet maybe we can get coffee, and I can show a few of the video testimonies that were shared. They are always so encouraging.

**Check-in conversation with those who are registered a week prior to the event:**

Hi\_\_\_

How is it going? I'm looking forward to having you join me at the IFI Banquet. I want to check and make sure you got the postcard from IFI with the map for the Dinner. Do you have any questions? When you get to Villa Milano, please make your way to my table, number \_\_. I will be waiting for you at the table.

Any other questions? Great! I am looking forward to spending time with you.

See you soon



## ***AFTER THE DINNER AND BEYOND:***

### **HOW TO ENGAGE YOUR FRIEND(S) IN SERVING INTERNATIONAL STUDENTS**

God has put you in a position of influence among those in your circle of Christian friends. Pray and ask God to show you who He may be calling to serve internationals. Then pray about how you might be able to expose them to your ministry to internationals.

- ❏ Host an IFI After-Banquet party and invite friends who came to the banquet and those who didn't. Talk about what they learned, answer their questions, and encourage them to get involved. (IFI has resources and ideas for you.) Email Leila at: [l.gardner@ifipartners.org](mailto:l.gardner@ifipartners.org) for more info .
- ❏ Invite a friend(s) to come to help make food for an IFI Bible Study on Friday night. Invite your friend to go with you to drop off the food and/or to serve the food and observe the Bible Study. For more info and sign up visit: <https://www.ifipartners.org/small-groups/>
- ❏ Invite them to serve students with you. Have internationals over for a meal (Easter, Thanksgiving, or Christmas Holiday) or anytime. Ask your friend to come as well and bring a dish of food.
- ❏ Invite them to meet your international friend(s) by coming along when you meet or do an activity together.
- ❏ Invite your friend to check out IFI by coming to an IFI event to serve with you. There are several events throughout the year, visit: [columbus.ifipartners.org/events](https://columbus.ifipartners.org/events) .
- ❏ Ask for prayer in your small group for your international friend(s) or the IFI ministry. You can also invite your group to pray for students who are studying the Bible. Visit: <https://www.ifipartners.org/small-groups/>.
- ❏ Talk with folks in your church group about your ministry to new international students and see if your small group wants to do an IFI outreach together! Email: [leila@ifipartners.org](mailto:leila@ifipartners.org) if you have questions.

**Thank you for your heart to involve your friends in reaching internationals!**