

*Change a Life—Change the World*

CHILDREN'S 2008 BENEFIT BANQUET

TABLE HOST RESPONSIBILITIES

NOVEMBER 1, 2008 • 6 - 9PM**FAIR HAVEN MINISTRIES • 2900 BALDWIN, HUDSONVILLE, MI 49426**

As a table host for Adoption Associates, Inc. “Change a Life—Change the World” fundraising banquet, we ask that you please follow these steps:

1. Enthusiastically accept your role as table host.
2. Provide a \$300 underwriting gift to Adoption Associates, Inc. Please mail the response card and gift to AAI in the return envelope provided by or before October 1. Once this is returned, you will receive an invitation packet.
3. Review the type of guests that you will want to invite to the banquet.
4. Invite a total of eight guests (including yourself) to the banquet and give them an invitation and a ticket.
 - A. Each table host will be given a packet of tickets. Please note the ticket numbers you are assigned.
 - B. Please record the names and addresses of your guests on the information sheets inside your invitation packet. When completed, please fax or mail the sheets to Tom Gill's attention at Adoption Associates, Inc.
5. Arrive approximately twenty minutes early so that you are available to help with last minute details in the banquet room and assist with welcoming guests, specifically those whom you invited. You will be responsible for welcoming your guests and preparing them for the beginning of the program. Please instruct each guest to complete the back of his or her ticket. When they've finished, please collect the tickets. This will give us a record of those in attendance.

**Please note that the due date is listed on the sheet.*

Note: To fill all tables and minimize costs, we will fill empty seats with staff and other guests.

On behalf of the staff of Adoption Associates, Inc., thank you for your commitment to promoting the mission of adoption and caring for orphans worldwide.

Sincerely,

Tom Gill
Director of Fund Development