



Sisters of St. Francis
OF THE IMMACULATE CONCEPTION

Your Table Is Ready!

Saturday, February 21, 2009 – Itoo Hall

Dear Friend,

Thank you for your interest in hosting a table at our fundraiser, *Your Table is Ready!* Now's your chance to let your imagination and creativity soar as you lovingly create ambiance for your family and friends. Decorate one of the dinner tables according to your unique vision and interpretation of this year's theme, "**It Was A Very Good Year**". This event provides all the fun of having friends over for dinner, but without having to plan a menu, clean your house, cook the meal, or clean up!

In this packet you will find a list of responsibilities for table hosts, information about set-up, invitations and judging. Also included is some helpful information about the sisters for you to share with potential attendees who may not be familiar with their ministries in our community. There is also a list of ideas to help you brainstorm your table's theme.

We have started a blog where we will provide updates on auction items and pictures from past events. Please mention this to your guests so they can check it out and get an idea of items they may want to bid on: <http://yourtableisready-auction.blogspot.com>.

Once you have read over the information and decided that you are ready to make a commitment to host a table, please contact **Rhonda or Sharie** in the development offices at **309/674-2005 or heading_ave_dev@yahoo.com** and let us know how many tables you'd like to decorate. Or if you'd prefer, fill out the form included in this packet and return it to the address listed. We typically have people who want to attend but don't yet feel inspired to decorate a table. So if you have more ideas than guests to fill tables, we can help fill your table with guests.

Thank you,

Your Table is Ready! Planning Committee

To contact the development office staff for more information on this event:
309/674-2005 or heading_ave_dev@yahoo.com

HOSTESS/HOST INFORMATION

1. Choose a table theme. The event theme for 2009 is “**It Was a Very Good Year!**” Inform Sharie or Rhonda, in the Heading Avenue development offices, at heading_ave_dev@yahoo.com or 674-2005 of your chosen table theme. For example, if your favorite year is the year you got married, your theme would be “*Wedding*”. It’s okay if there is some duplication of table themes; however, we’re hoping for a variety. In the back of this packet are some ideas to help you brainstorm table themes.

2. Plan to decorate a table around your chosen theme. Decorations may include (but are not limited to) a centerpiece, tablecloth, charger plates, additional decorations, party favors, place cards, place mats, or napkins. Make the table as festive and unique as your imagination can dream! Tables will be judged by an outside committee. We will post photos of decorated tables from past years on our website if you’d like to use them to get those creative juices flowing! Check them out at www.westpeoriasisters.org and select “auction”.

Table specifications: *All tables are round, 60” in diameter, and seat eight people. White linen tablecloths, linen napkins, china, and silverware and goblets are provided. These things can be removed if you wish to use your own. No electrical outlets will be available. A full, cash bar will be available that evening. No outside liquor or food please!*

3. Invite friends to join you at your table for fun and fund-raising! **Tickets are priced very reasonably at \$280 per table of eight or \$40 for a single.** Please make an effort to fill your table of eight, but if you cannot, we can place couples or individuals at your table who wish to attend without a specific group. *(Remember ticket purchase is tax-deductible!)* **In order to get the reduced table rate, send one check for \$280 or an envelope with checks totaling \$280.**

It is important that we receive the names of everyone sitting with you prior to the event. Each attendee is assigned a specific bid number and will have a packet ready at check-in.

Guests will have the opportunity to sign up for Express Pay the night of the event. We will take their credit card information at check-in and they will not have to wait in line to pay at the end of the evening – simply take the items they have won and leave. They will be sent an itemized receipt after the event to verify their winnings.

4. Set-up Time is scheduled for Saturday, February 21, 2009 from 8:00 a.m. - 2:00 p.m. All tables must be completely decorated by 2:00 p.m. A committee member will be in the hall during set-up to help with any problems.

5. Judging

All host/hostesses **MUST** be finished decorating by 2:00 p.m. on Saturday so the hall can be closed for the judging.

A panel of judges will evaluate each table and determine winners in the following categories:

- Judge's choice – *prize winner!*
- Most creative – *ribbon winner*
- “Wow” factor! – *ribbon winner*
- Attention to detail – *ribbon winner*
- Most elegant - *ribbon winner*

Event attendees will determine the winners in the following categories:

- People's choice – *prize winner!*
- Most money in money voting jar – *ribbon winner*

6. Rewards

- The good feeling that comes from helping to make it possible for the sisters to continue their various ministries.
- Enjoy a great evening entertaining family, friends, and meeting new people - *with no dishes to clean!*
- A gift certificate will be awarded to the **Judges' Choice** and the **People's Choice** winning hostesses.

Thank you so much!



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Ministries include:

| | |
|--|--|
| Adult Literacy | Nursing |
| Campus Ministry | Pastoral Care |
| Care of the Elderly | Peoria Diocesan Diaconate Program |
| Cathedral Ministry | Prayer Ministry |
| Child Care | Pre-Kindergarten |
| Community Services | Pro-life Activities & Family Resource Center |
| Counseling | Religious Education |
| Franciscan Spirituality & Resource Service | Teens Encounter Christ Program |
| Massage Therapy | |

“It Was A Very Good Year” Theme Ideas
This is just a list to help generate ideas.

| | |
|--------------------------------|------------------------------|
| Best bowling score | Graduation from H.S./College |
| Best breakfast cereal came out | Had first child |
| Best Halloween costume | Loaf of bread was 5 cents |
| Best invention | Met your spouse |
| Favorite Christmas | Most treasured memory |
| Favorite comic book | Moved to Peoria area |
| Favorite Oscar winner | Olympic Year |
| Favorite President | Received favorite gift |
| Favorite TV show debuted | Scored winning touchdown |
| Favorite vacation | Sports Team Great Season |
| First Car purchase | Won the lottery |
| First Communion | Year of favorite fashion |
| First Grandchild born | Year of the “best song ever” |
| First House purchase | Year you were born |
| First job | Year you were married |
| Received driver’s license | |



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Table Host Commitment
Saturday, February 21, 2009 – Itoo Hall

RETURN THIS FORM NO LATER THAN FEBRUARY 6, 2009 TO:

Your Table is Ready!
Heading Avenue Franciscans
2408 W. Heading Ave.
West Peoria, IL 61604

Host/Hostess Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Please send me email updates: Yes No

Email: _____

Regarding tables & seats, there are eight seats per table.

- I will invite guests to fill my table(s) but I would like someone else to decorate the table.
- I will invite guests to fill my table(s) and will decorate the table.
- Please feel free to seat extra guests at my table(s).

Number of seats available: _____

Number of tables I will decorate: _____

Table theme(s): _____

Other information you need to know: _____
