

GIFT OF TIME

PRESENTED BY



Table Hosts

Zone 1 Captain: Chantelle Bowles

Zone 2 Captain: Clayton Whitt

Zone 3 Captain: Amrit Maharaj

Objective: to ensure guests have a stress-free evening because they never have to wonder where to find information!

- You will be the main point of contact for your tables and you will remain close by to assist them throughout the evening.
- Be sure to introduce yourself to your table guests and identify your tables' banquet server.
- You will be provided with a list of guests at each of your tables with any important information such as their dietary requirements, which has also been provided to the server.
- Throughout the evening you will provide support to guests to bid on silent auction items through their mobile device (be sure you are familiar with the Givergy system!), answer any questions they have about the event, and advise servers of any table needs (wine, water, etc.).
- If you have any questions that you can't answer or have any issues, please immediately go to your zone captain who will be able to answer your question or get an answer quickly via radio

Sample Welcome Script

- Hello, my name is _____. Welcome to the Gift of Love Gala! I'll be your host this evening. I'm available to answer any questions you may have. Please don't hesitate to let me know if there's anything I can do to make your evening more enjoyable.
- Thank you all for coming, we hope you have a wonderful night!

Enjoy it Now Wine Program

This wine program provides guests with the opportunity to purchase from a selection of premium wines to enjoy at their table. This program does not replace complimentary table wine service. You will have an Enjoy it Now wine menu on your clipboard.

- Any wine pre-ordered will be delivered to the table by venue staff
- On-site sales can be processed at the Enjoy it Now display area at the back of the ballroom

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Live Auction

- The Live Auction is exclusive, and only available to guests in attendance at the event.
- Guests can bid by raising their bid card during the Live Auction portion of the evening
- You will be provided with a light stick by your captain following the family speaker and prior to the start of the live auction
- Please support the auctioneer by pointing the light stick to anyone at your tables who has raised their bid card to place a bid
- Once there is only 1-2 people bidding, stand next to that person and raise the light stick accordingly
- If someone at your table wins a live auction item, fill out the corresponding sheet from your clipboard, have the donor sign it, then take it to your zone captain immediately

Fund-A-Need

- Keep a close eye on your tables for people raising their hands to donate.
- Guests who raise their hand will need to fill out the back of their bid card to complete their donation OR they can make the donation through their mobile device.
- If/when they raise their hand, you will need to approach them, ensure their bid card is filled out completely (credit card number, expiry date, and signature), and collect it.
- Following the Fund-A-Need, the raffle is drawn, and the event ends. Take ALL bid cards (whether they have a donation on them or not) to your zone captain.

Centerpieces

- Guests, staff, and volunteers may take home centerpieces at no cost. Please do not remove them if guests are still seated at the table.

Post-Formal Program Duties

If you have been assigned another duty following your shift as table host, please check in at the following locations based on your assigned duty.

- Clean Up & Thanking – check in with your Zone Captain