



## **Table Host Information**

The following are the commitments we are seeking from table hosts that want to help Cornerstone Counseling Center have a successful annual benefit:

1. Enthusiastically accept the role to serve as a table host.
2. Review the types of guests that we want to invite to this benefit.
3. Each table host will be responsible for registering a total of 10 guests (including you).
  - a. There is a great online registration tool that will allow you to register guests and keep track of your invitations.
4. Table hosts are asked to arrive approximately 30 minutes early on the evening of the benefit to help with last minute details and to provide a warm welcome for all of our guests, especially those guests who will be sitting at your table.
5. Each table host is also asked to help solicit support from individuals, service organizations and/or businesses that might not be able to attend the benefit, but might be inclined to support the center.
6. We have many goals for this annual benefit. They include-
  - a. Introducing your friends and family to the ministry of Cornerstone Counseling Center.
  - b. Getting to know our current supporters and prayer partners better.
  - c. Celebrating our 39th year of service to men, women and children.
  - d. Highlighting the great staff and resources that God has blessed us with.
  - e. Raising much needed funds to support next year and all years to come.

It is important that all table hosts understand that we will be using the benefit to challenge our friends to support our ministry financially so that we can continue to provide services to the benevolence clients we serve. This can only happen as our friends support us with prayer and financial commitment.

If you have not already registered to be a table host, and would like to do so, please visit our website, [www.chicagocounseling.org/benefit](http://www.chicagocounseling.org/benefit) where you will find a link on the home page to register. On the registration page, please select that you would like to be a table host.

## **Who should I invite?**

You are a volunteer, and you provide your financial support because you support our mission. Think about people you know who share the same values and beliefs as you.

### ***Our Mission:***

To alleviate mental and emotional suffering by providing therapy, training, seminars and assessments to men, women and children of all income levels with the goal of helping all people reach emotional healing.

These individuals could be friends from church, colleagues from work, and/or longtime friends from your childhood. They could really come from any area of your life; the important thing is that you believe they share your values of service and generosity.

## **Are my guests going to have to pay to come?**

No guests will be required to pay for their meal. We will be asking all guests to strongly consider making a financial commitment at the banquet, and we hope that guests will consider becoming regular supporters of our ministry. One important goal of the banquet is to raise much needed funds, so please keep this in mind when you are inviting guests.

## **How do I invite guests?**

We have compiled a step-by-step guide for inviting and registering guests-

1. Register yourself as a table host online at [www.chicagocounseling.org](http://www.chicagocounseling.org).
2. Once registered, you will have received an e-mail with detailed instructions on how to invite guests through the registration system. (Be sure to keep this e-mail!)
3. You can use the "Manage My Table" button in the table host e-mail listed in step 2 to check the status of the invitations you have sent out.
4. Continue to check on your table as the event draws near to make sure that it is filling up. When new guests sign up, it's nice to send them a note thanking them, and letting them know that you are excited to have them join you.
5. A few days before the event, Cornerstone will send an e-mail to all of your registered guests reminding them about the event. You should do the same with your guests, to continue to show them that you are excited to have them as a guest.

You can also invite guests over the phone or in person. If you do so, please be sure to use the online system to manually add those guests to your table, or call Matt Frantz at 312-573-8878 to let him know who will be joining you. Below is a sample phone conversation you could have to invite guests.

## **Sample Invitation Call/Email Script.**

"Hi, Joan, I have volunteered to host a table for the Cornerstone Counseling Center annual vision benefit that will be held on Thursday, March 25th. I'm calling to invite you to join me at my table. This is a FREE dinner for people to come and learn more about Cornerstone and make a contribution only if they choose to do so. May I count on you to be one of my guests?"