



## Banquet Table Host Instructions

April 16<sup>th</sup>, 2026, at Englewood Baptist Church in Jackson (New Venue)

### Reservation Instructions

- To register as a table host, you may contact Tiffany or register online. To register online, go to **birthchoice.biz/banquet** and click the yellow “register here” button. On the event page, click the gray “register” button, fill out your information, and select the option to host a table. You will receive an email with instructions on registering your guests to your table.
- Due to limited seating, we are limiting table hosts to two tables max. Each table seats eight people.
- **Please reserve your table soon as space is limited, and we had to utilize a waitlist last year. The registration deadline is April 10<sup>th</sup>.**

### Inviting Guests

- Prayerfully consider and invite six to seven guests to join you the night of the banquet. Please understand that we must limit the banquet to adults only.
- Table hosts are responsible for registering their guests online or giving Tiffany the information required for registration. To register guests, we must have first and last names, phone numbers, email addresses, and home addresses.
- Invite those you feel would be willing and able to support this ministry both prayerfully and financially. Let them know to bring their checkbooks or credit cards!
- Please remember our fundraising goal for the banquet is \$200,000. There is no charge for a seat or table at our banquet. However, please communicate to your guests that the purpose of this banquet is to raise funds for Birth Choice. The banquet historically has been our largest and most important fundraiser each year. There will be an appeal at the end of the banquet when all guests will give to the ministry.
- We would be happy to mail you invitations for you to hand to your guests if you tell us the amount needed. Please limit it to one invitation per couple.
- If you are having trouble filling all your seats, please let Tiffany know so she can fill those seats with other guests.

### Table Host Duties

- A week prior to the banquet, please contact each guest to confirm their attendance. If someone is unable to attend, we can find a replacement.
- Remind your guests that each of them will need to check in when they enter the lobby on the evening of the banquet.
- At your seat, you will find a table host packet that has pledge forms and envelopes for you and your guests to fill out **during the appeal only**. During the banquet, you will be instructed when it is time to pass out the pledge forms and envelopes to your table guests.

**If you have any questions, please contact Tiffany Dawson, Birth Choice Director of Development. Email her at [tiffany@birthchoice.us](mailto:tiffany@birthchoice.us) or call her office at 731-453-8159.**