

GMPC Gala Host Responsibilities

Invitations

1. **Before delivering the invitations to your guests**, please go ahead and write **your** name on the RSVP card where it says “My host is”.
2. Either mail or hand deliver the invitations with RSVP card to your guests. Please be sure to follow-up with your guests about submitting their RSVP cards. The cut off date for RSVP cards is March 20, 2025. Please email Cheryl Bowen at esm@gmpcmedical.org with any last-minute changes to your guest lists/seating/meal requests.
3. Our RSVP cards will have a QR code where your guests can electronically submit their RSVP with their cell phones if they do not want to mail the form back. The QR code allows us to have ample time to finalize our seating and food order.
4. GMPC understands that life situations arise over time, and we want to be as prepared as possible on the day of our event. Please feel free to email at any time with changes to the guest lists (even the day of the event) to esm@gmpcmedical.org. This will help ensure that we make the adjustments necessary on our end.
5. Keep in mind that each table holds a maximum of eight guests. If you have additional guests, we will add them to an additional table

Gala Day/Night

1. Please arrive by 11:30AM for the luncheon or 5:30 PM for the dinner gala to greet your guests and direct them to your table. However, if this is not possible for you, please let us know and we will give extra care to your guests to help them feel as welcome as possible. The email is esm@gmpcmedical.org.
2. Name tags will be grouped by table host/ess and will be given to you when you arrive to distribute to your table as your guests arrive.
3. Let them know that they can go ahead and enjoy their salad. Gluten free/vegetarian plates will be marked this year with a place card at each table setting. Please do not move these as our servers are aware of the specific guest adjustments.
4. Opening prayer will be said around 12PM for luncheon and 6 PM for the dinner – or when everyone is seated. This will help move the lunch/dinner time along.

5. Enjoy your meal and the program with your guests. Board Member Kathy Davis will make a request for financial support of the ministry this year for the attendees to prayerfully give.
6. When Kathy begins the financial commitment request, please open the envelope containing the donation envelopes and hand out the individual envelopes for each guest or guest couple.
7. Kathy will give detailed instructions about the form. There will be two separate asks. The first is "What amount do you feel led to give in support of the ministry on a monthly basis?" The second is "What amount are you led to give tonight?"
8. You lead the way by filling out your pledge form. If you are already a monthly contributor just fill out the form and write "continuing" or note any change in amount. Be prepared to answer questions from your guests.
9. Check to make sure that your guests have placed their pledge form in the envelope correctly so that the total can be easily seen by those who will be tallying up the total donations.
10. Place all the completed envelopes and guest's nametags in the large envelope which will be picked up by a board member.
11. There will be board members announcing the amounts at intervals until the final form is tallied.