

Spirit of Congo

TABLE HOST GUIDELINES

THANK YOU TABLE HOSTS! This event would not be possible without wonderful table hosts like you. Below you will find an outline of your table host duties from now until the event.

Date: Saturday, October 12, 2024

Time: Registration 5:00pm | Silent Auction 5:30-7:15pm | Program 6-8:30pm

Location: Bellevue College in the Student Success Center/Building U, 3rd Floor
3000 Landerholm Circle Southeast Bellevue, WA 98007
[campus map](#)

REMINDERS

Guests: Please **check-in with your guests** to reconfirm their attendance and review details contained in this letter. If you or your guests provided us with their email, they received an email from Eventbrite with details. If not, you will want to forward them the email you will receive later this week with parking instructions. Encourage guests to allow plenty of time for traffic and parking considering many local events happening this weekend.

Parking: We have covered the costs to **park in Lot 6** and will have volunteer parking attendants on site. Please park in Lot 6 or guests with handicapped identification may park in the **handicapped designated** spaces in front of building U in Lot 4. All other Bellevue College parking lots require paid parking using a QR code for payment. Look for Congo Peace signs and attendants!

Map: A [campus map](#) of Bellevue College is attached to this email. If you use the entrance located off 148th Avenue SE and SE 28th Street, Building U and our designated parking lots (**Lot 6 for general, 4 for handicap**) will be on your left on the south end of campus.

INSTRUCTIONS - EVENING OF THE SPIRIT OF CONGO 24

Arrival: Check in at the Registration Tables on the 1st floor entrance in Building U to receive your name tag, preferably by 5:15pm. Once registered, go to the 3rd floor

ballroom by taking the elevators immediately to the right of registration. Table numbers will be on your name tag and greeters will be available to assist.

Table Hosting: As a table host, your role is key. Greet your guests as they arrive and thank them again for coming. Ensure they know when your table is called for dinner (dessert will be brought to each table).

Food and Drink: Fanta (soft drink popular in Congo) will be available on both sides of the room. Coffee, hot water for tea and ice water will be available on a beverage table near the food. Food will be buffet style and tables will be called to serve themselves by table number.

Silent Auction: *New this year!* There will be tables in the back with an exciting assortment of items and experiences to bid on. Encourage your guests to get involved early and bid on something for you too while you're at it! Helpers will be on hand.

Souvenir Cards: A local artisan has hand-crafted and individually stamped beautiful souvenir cards for each guest in honor of our Spirit of Congo event. Please ensure your guests understand they are a gift to take home. These may be used as a prayer card and reminder of the reasons for this event.

Donations: Tents on each table will explain donation options available (card, check, cash). Please familiarize yourself with this information before the program starts. Guests can scan the QR codes to pay digitally using their phone's web browser. A designated **Congo Peace Donation Volunteer** will assist guests wanting to use a physical credit/debit card. Cash and checks should be placed in the envelope on the table *and given directly to the Congo Peace Donation Volunteer.*

Thank you,

Ellen Murphy

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