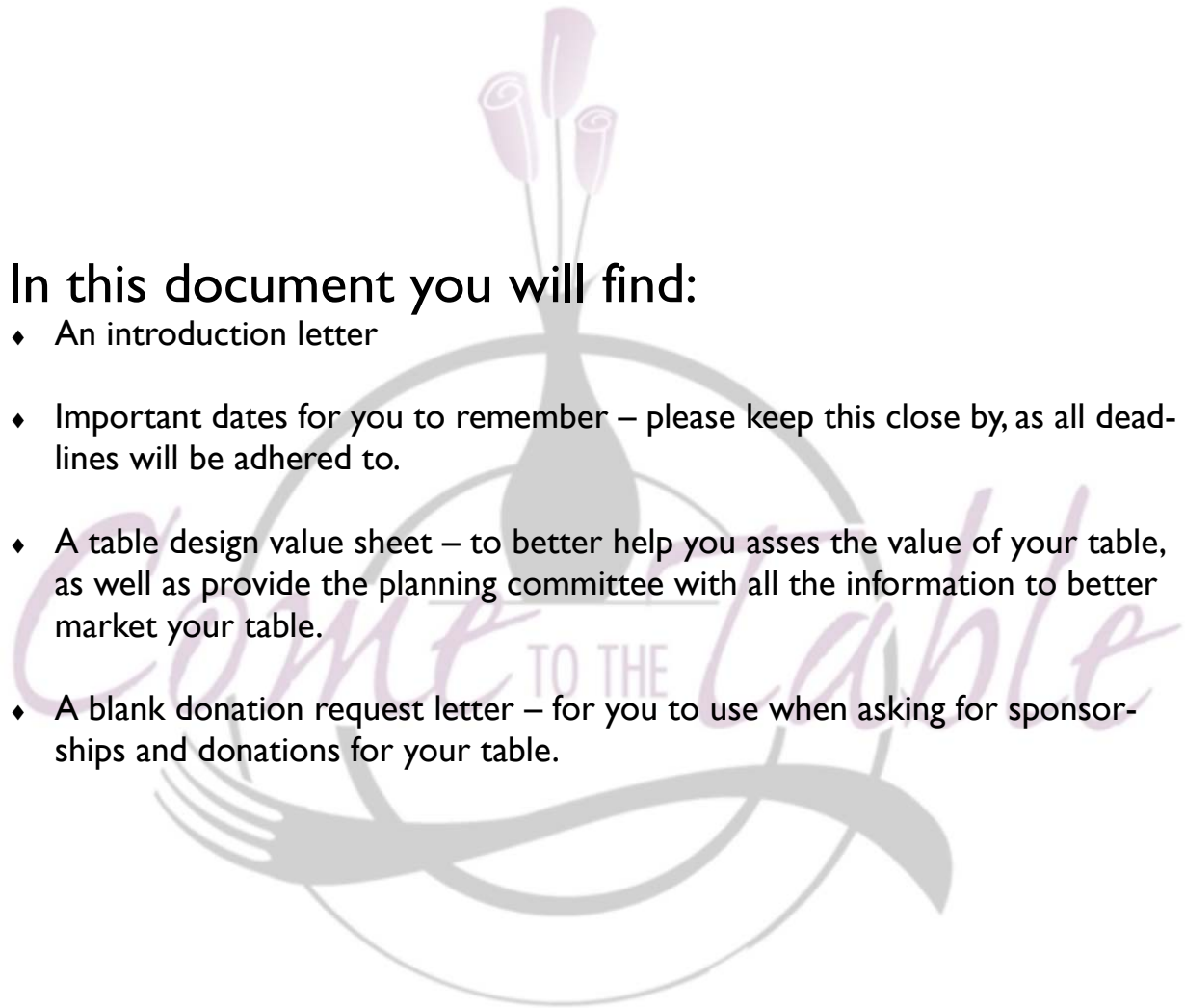


# Welcome to Come to the Table 2010

## In this document you will find:

- ◆ An introduction letter
- ◆ Important dates for you to remember – please keep this close by, as all deadlines will be adhered to.
- ◆ A table design value sheet – to better help you assess the value of your table, as well as provide the planning committee with all the information to better market your table.
- ◆ A blank donation request letter – for you to use when asking for sponsorships and donations for your table.





270 Genesee Street  
Utica, NY 13502  
(315) 724-1718  
[www.thepeacemakerprogram.org](http://www.thepeacemakerprogram.org)

Dear Come to the Table Designer,

Thank you for your interest to participate in Come to the Table 2010 as a Table Designer, where your creativity will support the cause of helping children and families in distress in our area. We have enclosed all of the information you will need to register to design a table for Come to the Table 2010, which will be March 19 and 20 at Hart's Hill Inn.

Due to table designer efforts and generosity, Come to the Table 2009 netted more than \$20,000 for child advocacy and dispute resolution programs\*. This year's goal is \$25,000! This year we are limiting the number of designed tables to 50 and expect to generate a waiting list. Therefore, confirm your participation by completing the registration form in your packet and return it to; The Peacemaker Program, 270 Genesee Street, Utica, NY 13502 as soon as possible. Confirmations must be received no later than **January 15, 2010**. After returning your registration form, you will be sent all of the information you will need to design your table, including a blank donation request letter and table value planning sheet. Let your imagination lead you... the possibilities are endless! Please feel free to contact us if you have any questions. We look forward to working with you to make Come to the Table 2010 a success for The Peacemaker Program and our community!

Sue Gustafson  
Table Design Chair  
Come to the Table 2010  
(315) 725-8340  
[design@thepeacemakerprogram.org](mailto:design@thepeacemakerprogram.org)

# IMPORTANT DATES TO REMEMBER Jan



## **Jan. 15: Registration Form Due**

- Ensure completed registration form has been submitted. The number of tables is limited and we will allow participants on a first-come, first-serve basis. If all tables are committed, your name will be placed on a waiting list.

## **Feb. 22: All Event Information Due**

- Relay any special needs to chairperson (i.e. outlet access, ladder use, etc.)
- Submit all information for program book and materials, including:
  - \* All table designer's names
  - \* All table sponsors
  - \* Name of table
- Table Value Worksheet due. It is critical that we have complete information by this date, in order to assess starting bids and purchase price of your table. We have designed a worksheet to assist you with this process. It must be turned in by February 13.

## **March 19: Set Up**

- **Hart's Hill** will be open for set up of your table from 10 a.m. to 3 p.m. Be sure to remember any miscellaneous items you will need for setup (i.e. tape, scissors, etc.). We will have some supplies on hand, but supplies are limited.
- There may possible be set up time available, on Thursday, March 18 as well. That is yet unconfirmed.

\*Please remember that while The Peacemaker Program, Inc. and Come to the Table Committee will always do their best to accommodate everyone, they are not responsible for the designer's failure to adhere to the above deadlines.

# Come to the Table Design Value Planning Sheet

Rev 09/2009

The value of a table design depends on a lot more than just the amount of money a designer spends. Remember that items purchased at a discount, made by hand, or donated still add value to the table! Keeping track of money spent versus the design's true value helps us price your design properly and better gauge the success of our fundraising efforts.

As you build your table design, use the worksheet below as a guide to help you track not only your own expenditures, but also the real value of the design your bidders will be buying. **This sheet is due no later than February 22<sup>nd</sup>**. Some examples are shown below.

- The **Description** column should contain a short description of each item, to make tracking each piece of your design easier. It could be as simple as "napkins" or as detailed as "white linen napkins from Bed Bath & Beyond spring collection". You could even group items together, such as everything you purchased from one store, or all of the materials needed for one part of your overall design..
- The **Designer Paid** column is where you enter the actual amount you paid for the items. If you list a group of items on a single line, enter the total you paid for all those items. For donated items, you would enter that you paid \$0.
- The **Retail Value** column is where you enter the amount an item would cost if a buyer purchased it at full price, at a regular store. Remember to include expenses like tax, shipping, and customization (such as engraving or calligraphy) even if you didn't pay them. If you hand-make part of your design or have donated items, estimate their value by pricing similar items, online or in-store. *The Total Value from this column is the amount that we will use to set the Starting Bid, Purchase Price, and other information for your table, as well as any tax deductions received.*
- **On the back of the page**, please describe the *unique features* of your table in a narrative style. This will help the prospective buyer *identify the highlights of your table* and make it even more appealing to the bidders. *Also, please list the name and contact information of your or your sponsor's business for tax information and the Business Directory.*

examples

Vera Wang silver napkin rings, on clearance, Macy's	\$35. <sup>42</sup>	\$54. <sup>50</sup>
Two \$30 gift certificates, Applebee's, donated	\$0	\$60
Hand-sewn quilted tablecloth (materials cost, fabric, thread, etc)	\$82. <sup>43</sup>	\$650

Item	Description	Designer Paid	Retail Value
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Item	Description	Designer Paid	Retail Value
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Total Values:			

➤ **Please use the following space** to *briefly* describe your table in detail, including selling points you would like to be highlighted. For example, antiques, handmade items, a special brand your table may feature, and so on.


➤ **Please include your sponsors' business contact information and sponsorship amount here.** An example is shown below. If your sponsor has given \$100 or more, they will be listed in the program book. Only those who have filled out this information will be listed. *This information will also be used to create your sponsor's donation receipt.* Late submissions cannot be listed in the program book, website, or other printed materials, so please submit your form early.

Business Name	Address	Phone	Website	Value/Amount
Design Express	123 Jones Ave Utica NY 13501	(315) 555-5555	www.designs.com	\$200

Please submit this form no later than February 22<sup>nd</sup>. Late submissions cannot be accepted, and an arbitrary value will be assigned by the Planning Committee.



270 Genesee Street  
Utica, NY 13502  
(315) 724-1718

[www.thepeacemakerprogram.org](http://www.thepeacemakerprogram.org)

Dear \_\_\_\_\_,

The Peacemaker Program is holding its 6<sup>th</sup> annual Come to the Table event, and I would like to invite you to help make this fundraiser another success for our community.

The Peacemaker Program is a non-profit child advocacy and dispute resolution center serving central New York that provides advocates for children who need voices in court and dispute resolution services to help families and the community achieve the best possible outcomes in difficult situations. The proceeds from this event will have an impact on the enrichment of our community for countless years to come.

Come to the Table allows local designers and talented individuals to showcase their talents by creating an original table design. The tables are then available for bid or purchase to the public during a two day event which will be held March 19 and 20, 2010 at Hart's Hill Inn. Last year the event raised more than \$20,000 and had an estimated attendance of more than 600 people!

I am proud to be one of more than 40 table designers and would like to request a donation of \_\_\_\_\_ from your company to increase the value of my donated table design. With this fantastic addition, the value of the table will increase and will help raise additional funds to support programs for children and families in distress in our area. Depending on the value of your donation, your company will be listed either on the table or in the program book as a generous contributor in making this event a continued success.

Your tax-deductible donation will help the agency continue to provide advocates for children who need voices in court and dispute resolution services to help families and the community achieve the best possible outcomes in difficult situations.

Thank you for your thoughtful consideration. Please feel free to contact me with any questions. You may also view [www.thepeacemakerprogram.org](http://www.thepeacemakerprogram.org) for more information.

Sincerely,

Volunteer Table Designer  
Come to the Table 2010