

Come to the Table Event Planning Committees

Table Design Committee

The Table Design Committee will recruit and support fifty table designers, create room layout, select Table Design Judges, coordinate judging process, and obtain awards for winning tables. Ensures complete set up of tables at event, sets table bidding process for silent auction and submits all signage requests to Marketing committee three weeks prior to event.

Marketing Committee

The Marketing Committee is responsible for coordinating all publicity regarding *Come to the Table*, developing and managing all publicity materials and for working within all available communication avenues (community newspapers, magazines, television, radio, etc.) This committee creates the invitation, program book, marketing materials, radio scripts, assists with mass mailings, sponsorship recognition, and attendance. Committee also gathers contact information and feedback throughout the event to ensure improvements for coming years.

Sponsorship Committee

The Sponsorship Committee is responsible for securing monetary sponsorships by soliciting corporate sponsorships, catering donations, program book ads, monetary and in-kind donations. The Sponsorship Committee is in charge of securing donation of desserts, prizes, and giveaways that build excitement around *Come to the Table*.

Preview Party Committee

The Preview Party Committee coordinates all aspects of Friday night's event including coordinating a champagne raffle for diamond necklace, menu selection, event flow and announcements. This Committee assists with room lay out, creates and manages ticket tracking, selling and collection process along side respective committees and is responsible for RSVP and actual attendance count of The Preview Party.

Saturday Events Committee

The Saturday Events Committee is responsible for securing activities for general admission attendees, donations of wine for wine tasting, and other items needed as dictated by type of activity. Creates workshops, organizes children's activities, establishes flow of events throughout the day for children and adults. This committee also implements options to increase traffic for general admission.

Wrap Up Committee

The Wrap Up Committee establishes and carries out a plan for packing and removing all sold/unsold tables within a specified time limit. This committee recruits a packing crew and obtains transportation/storage of tables as necessary, coordinates late table pick-ups and ensures a smooth transition into the opening of venue for other events which may be scheduled.