

# FIRST IMAGE GALA 2021

## Host Guide



### Why should you host a table?

Our annual gala is an important event for the ministry of First Image. The vital funds raised through the Gala ensure that we can continue to provide compassionate care to the people we serve. There is no better opportunity each year to connect with our community and hear about the life-changing work that is happening in our centers and through the Heart program. We need partners like you to take the next step by inviting those in your sphere of influence to engage with the ministry of First Image. Your community will benefit by seeing your passion for life and for the women and babies we serve.

### Helpful Resource Links

[Why is hosting significant?](#)

[Registration Tutorial](#)

[General Gala FAQ](#)

[Download Gala Graphics](#)

1. Before registering, prayerfully consider whom to invite to join your table. The Gala is a great way to introduce new people to the ministry of First Image as well as deepen the engagement of those already connected. Pursue and invite those within your sphere of influence who would benefit from learning about and being more involved in First Image's mission.
2. Each table seats ten people—including yourself. As a Table Host, we encourage you to invite guests to fill all 10 seats.
3. Register to host a table on our website. Once you have purchased your host ticket, you will receive a "Table Host Confirmation" email with a link to manage your guest list. There you can register a new guest, invite friends, or email your guests. Check out our [Gala tutorial video](#) for more help and specifics.
4. Table Host payments can be made Online at registration or by mailing a check. If you choose to pay by check, please submit your payment by October 8th.
5. Please ask your prospective guests to respond to your invitation at least two weeks before the Gala, so that you have time to invite others if they cannot attend.
6. Too many chairs, not enough guests? If it seems like you will not be able to fill your table of 10, please e-mail [events@first-image.org](mailto:events@first-image.org) and release the empty spaces at your table. This will give us opportunity to fill them. Our team will assign un-hosted individuals and couples to fill your empty spaces. If this happens, be sure to welcome these new friends!
7. Don't forget to join the reception at 5:30pm! Drinks and hors d'oeuvres will be served from 5:30pm to 6:30pm followed by dinner and the start of our program at 7:00pm.
8. As Host, please plan to be at your table by 6:30pm so you can greet your guests as they arrive. Tables are assigned before the event. Greeters will be available to help you and your guests locate your assigned table.
9. Name tags for each of your guests will be provided at check-in. There are no assigned seats at each table, but feel free to arrange the seating as you see fit.
10. For entrées this year, you have a choice of flank steak, herb roasted chicken, or artichoke and spinach risotto. Salad and a choice of dessert will be available at your table. You and your guests will select your entrée at online registration.
11. Toward the end of the Gala program a financial appeal will be given. At this time, please be available to pass out response cards to your guests. An usher will come to you and pick up your table's offering envelope at the end of the program.
12. Make sure to thank your invited guests for attending and get their impressions and feedback from the night. Ask how you or someone from First Image can assist them in becoming more involved in the mission.

### Important things to note

- We want to do our best to help people feel safe and respected during this stressful pandemic. As a host, we especially ask that you do your best to follow COVID gathering guidelines and restrictions. This may mean encouraging your guests to follow the current restrictions such as wearing masks while not eating or drinking.
- This is not a political event. This event is focused on raising awareness and financial support to continue bringing compassionate care to the vulnerable women, men, and pre-born babies in our city. We ask that you use your best judgment and refrain from wearing any items or exhibiting any behavior that could be interpreted as supporting a particular political party or legislation.

*Don't see your question answered above?*

*Email [events@first-image.org](mailto:events@first-image.org) or call 503.256.0808 x158*