

FIRST IMAGE GALA 2023

Host Guide

Why should I 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 clinics. 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 men, women, and babies we serve.



Prayer

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.



Table for Ten

Each table seats ten people—including yourself. As a Table Host, we encourage you to invite guests to fill all 10 seats.



Register

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.





October 1st

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 1st.



Request Responses

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.



Not Quite Ten

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 and release the empty spaces at your table. This will give us an 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!



The Night Of

Don't forget to attend 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**. As a 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.



Nametags

Nametags 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.



Dinner is Served

The specifics for entrées this year are still being selected, but you will have a choice of steak or salmon. Salad and a choice of dessert will be available at your table. You and your guests will select your entrée at online registration.



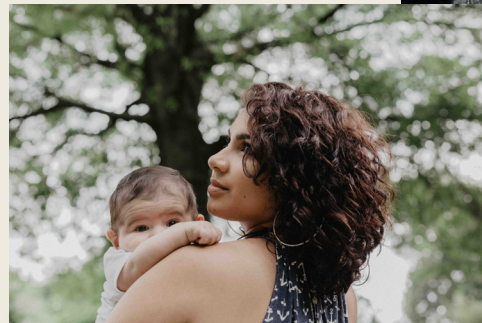
Financial Appeal

Toward the end of the Gala, 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.



Thank Your Guests

Make sure to thank your invited guests for attending and don't forget to 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 comfortable during the event. We are adjusting our check-in process as well as having trained security agents posted at entrances and in the ballroom. Based on our venue location and past Galas, we don't anticipate any issues, but we will be as diligent as possible.

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 or call 503.256.0808!