



# CAMP ROSENBAUM

## — TEA PARTY —

Sunday, October 27, 2019 • 2:00pm – 5:00pm

Multnomah Arts Center  
7688 SW Capitol Hwy, Portland OR 97219

### **Table Host Info**

Thank you for hosting a table at the 2019 Camp Rosenbaum Tea Party! This is one of our primary fundraisers for Camp Rosenbaum and one of our favorite events. It's a wonderful afternoon with delicious lunch, great raffle and silent auction items, friendly faces – and, of course, tea! Each table is individually hosted and features a theme chosen by the table host(s). Tickets for admission are \$40 each and all proceeds from the event go directly to Camp Rosenbaum to support our programs in 2020!

#### **So you're a host...**

Each host is provided a blank table that seats 8 people. You are responsible for...

**Choosing a theme:** You may choose any theme you like and decorate your table according to the theme. Themes can be as simple or as complicated as you choose. You can even encourage your guests to dress according to your table theme!

**Setting up your table:** We provide you with a blank 60" round table and 8 chairs. The rest is up to you! You'll need to bring: table cloth, table decoration, place settings for 8 (plates, glasses, tea mugs, silverware), three serving trays (or large dinner plates) & utensils (tongs or serving fork, serving spoon), tea pots, napkins, etc. You are providing anything you and your guests will need to eat at your table. Some table hosts also provide gift bags to their guests to thank them for attending.

**Food:** We will be providing tea, coffee, mimosas (for a recommended donation), pastries, sandwiches and plenty more food.

**Guests:** Invite your guests! Your guests will need to purchase their tickets to sit at your table (tickets for admission are \$40 each). Once your guest has committed, they can pay for their seat ahead of time at [www.camprosenbaum.org/teaparty](http://www.camprosenbaum.org/teaparty). Some guests prefer to pay by check or cash and can give this to you. Please pass this on to Melissa Sonsalla ([melissa@camprosenbaum.org](mailto:melissa@camprosenbaum.org)) as soon as you're able. In the weeks leading up to the event,

we will ask you to provide a final list of your table attendees, so that we can guide them to your table when they check in.

**On the day of the event...**

**Set-up:** The venue will open at 12:30pm for table set up. Please arrive on time so that you have enough time to set your table. The goal is to be finished with all table set up by 1:30pm before the early guests start arriving. Table set up often takes longer than anticipated, so please give yourself plenty of time.

**Hosting:** Once your guests arrive, you are the star! We truly could not make this event successful without our table hosts. Please welcome your guests and introduce them to the event. Encourage them to participate in the raffle and silent auction. (Raffle tickets will be available for purchase at the event.) We will also be serving mimosas for a recommended donation.

When lunch is served, we will have Civil Air Patrol volunteers there to help you with food and drink service. We'll also have a brief presentation for guests to thank them for attending and tell them more about Camp Rosenbaum. After lunch we'll have a last chance for guests to participate in the raffle and silent auction, before winners are announced. (Please help your guests collect items they win!)

**Clean-up:** We'll all be around for clean-up from 5:00 to 6:00. If you bring your items in a storage bin or tote, we will have a place on site that you can store during the event, and pull back out to pack things up afterwards.

**Please note:** We're at a new venue this year! The Multnomah Arts Center (7688 SW Capitol Hwy, Portland) has several entrances all around the building. Please direct your guests to the main entrance off SW Capitol Hwy. We'll have a sign and balloons there to help lead the way.

Again, **thank you** for hosting a table at the 2019 Tea Party! If you have any questions at all, please contact Melissa Sonsalla ([melissa@camprosenbaum.org](mailto:melissa@camprosenbaum.org)).