

16th Annual



The event will be held in-person at:

The Chautauqua Suites Meeting & Expo Center
215 West Lake Road
Mayville, NY 14757

Thursday, May 9, 2024

Table Designer Packet

Thank you for your interest in participating in our 16th Annual **Come to the Table 2024**. We look forward to working with you or your organization to make your table and this auction a great success. Included in this packet are tools you can utilize to solicit for and design your table along with some rules, forms and suggestions. Please feel free to contact us with any questions that you may have over the next several weeks. Your generosity and hard work is very much appreciated by the CASA staff, volunteers and most importantly the children we serve.



2023 **Come to the Table** **Highlights**



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Important Deadlines

1. Table Designer Entry Form-**due by Wednesday, March 27**

Note: Please complete this form with the exact information you would like recognized by on social media, press and other promotional materials.

2. Table Value Worksheet-**due by Thursday, April 25**

3. Table Menu-**due by Thursday, April 25**

Note: This form will be displayed on your tablescape to recognize sponsors and designers. It will also assist bidders by highlighting the table value and what is included. Please fill out this form exactly how you would like it displayed. We will edit for formatting purposes only. Please leave "Table #" blank. Briefly and creatively describe, in paragraph form, your table under the "Table Delights" section. List items such as gift certificates and items that are not displayed on table under "Dessert" section. Included in this packet is an example Table Menu, located on page 10.

Table Awards

A tablescape contest will take place during the event. Guest judges will rank table creations based on the following categories: most original, most whimsical, most elegant and most artistic. Event guests will vote on a winner for the "People's Choice" tablescape. Category winners will take home a special certificate.

Table Designer Event Tickets

We invite our table designers to experience the thrill of the event! Come join us to see our live auction up close. Each table designer will receive 2 tickets to the event.

Contact Information

Please return all forms by deadline date to:

Email: kfiorellacasa@gmail.com

Mail: CASA of Chautauqua County
Attn: Kelly Fiorella
2 Academy Street, Suite 5
Mayville, NY 14757

If you have any questions, please call Kelly Fiorella, fund development coordinator at 716-499-4089 or Kathy Park, executive director at 716-753-4123.

Rules and Tips for Designing a Table

- Fill out **Entry Form** and submit by **Wednesday, March 27**
- Your design must have a minimum of four complete place settings; however, additional place settings are encouraged and will greatly increase the value of your table.
- Everything displayed on your table must be included in the purchase. **Therefore, there can be no “display-only” items.**
- The tables are provided with white linens. We encourage you to add additional table coverings to add color and enhance your design. The highest bidders keep these items when purchasing the table.
- The **Table Value Worksheet** is to help you determine the overall retail value of your table. This should include items that are part of the table even if not shown on the table such as gift certificates. All items should be listed at full retail value regardless of sale price and coupons.
- The information on the **Table Value Worksheet** will help you to create your **Table Menu** that will be displayed on your tablescape the day of the event.
- Your **Table Menu** will give bidders a better idea of the items they are bidding for. Please fill out this form *exactly* how you would like it listed. We will edit for formatting purposes only. Please leave the table number blank.
- We strongly encourage you to add gift certificates or other items of value to your table. The purchaser will receive an envelope with all table gift certificates.
- If you choose to include candles on your table, they cannot be lit.
- All edible items must be packaged and sealed. No meats, perishable items or baked goods allowed. Please keep in mind expiration dates on packaged and sealed items.
- Please notify us by **April 25th** of any special requests (outlet needed, one sided display, etc.)
- Gift certificates cannot be displayed on the tablescape. **Please hand all certificates to Kelly or Kathy upon set up arrival.** Certificates will be kept securely for the winning bidder. Table sponsor marketing materials may be displayed on tablescape but not until after tablescape judging occurs.
- Table styling and set up will be Thursday, May 9 from 7:30 a.m. - 3:00 p.m. **All tables must be set up by 3:00 p.m. sharp.** If this poses an issue, please call Kelly at 716-499-4089 to arrange other options.
- Please remember to provide boxes and packaging that the table buyer will use to safely take their items home. These materials can be stored under the tablescape.
- Table designers are encouraged to send thank you notes to table donors and table sponsors after the event. A customizable thank you note is included on page 11 of this packet.

16th Annual



Dear Friend of CASA,

CASA of Chautauqua is holding its **16th Annual Come to the Table** auction and I would like to invite you to help make this fundraiser a huge success for our community.

CASA of Chautauqua is a non-profit agency whose volunteers serve as a voice in the best interests of abused and neglected children in foster care. We believe that all children in foster care should have a caring adult advocating on their behalf. Every child should have someone whose full attention is focused on that child's needs and who can help the system provide the right kind of support. Many compassionate and caring professionals work within state child protection systems, but too often, they simply have too many children on their caseloads and not enough time to pay adequate attention to each child. In our county, CASA volunteers are providing voices for almost 50 children a year. However, there is still work to be done.

The proceeds from this auction go directly to helping these children in need and will have an impact on the local community for countless years to come.

Come to the Table allows local designers, talented individuals and businesses to showcase their talents by creating an original table design. The tables are then auctioned off to the public during our event, which will be held on **Thursday, May 9, 2024 at The Chautauqua Suites Meeting & Expo Center.**

I am proud to be one of the table designers and would like to *request a donation from your business* to increase the value of my donated table design. Donations may be monetary to help offset the costs of purchases or donations may be made through a gift certificate, basket or item. With your donation, the value of my table will increase and help raise additional funds to support the CASA program. Your tax-deductible donation will help the agency continue to provide advocates for children who need voices in court so that they, their families and the community achieve the best possible outcomes in difficult situations.

We need your help and thank you for your thoughtful consideration. Please feel free to contact me with any questions.

Sincerely,

Volunteer Table Designer
Come to the Table 2024



**CASA of Chautauqua · 2 Academy Street, Suite 5 · Mayville, NY 14757
Ph: 716-753-4123 · Fax: 716-753-4177 · Email: CASActtt@gmail.com**



16th Annual
Come to the Table
DESIGNER ENTRY FORM
Due by March 27, 2024

TABLE NAME:

BRIEF TABLE DESCRIPTION: **Please use this space to describe your tablescape, in a few sentences. This will be used for promotion.*

DESIGNER CONTACT INFORMATION:

Business Name (if applicable): **as used for promotional purposes*

Contact Person:

Designer's Name's: **as used for promotional purposes*

Contact Phone:

Address:

Contact Email:

SPECIAL REQUESTS:

TABLE SIZE:	60" Round I will provide table	72" Round No table needed	96" x 30" Rectangle	Hightop
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Please return this form to:

Email: kfiorellacasa@gmail.com

Thank you for helping to make the 16th Annual Come to the Table a success!



16th Annual Come to the Table Table Value Worksheet Due by April 25, 2024

Table Name:
Designer Name:
Business (if applicable):

Use this form to total all the items on your table so you can determine the overall **RETAIL VALUE** for the table. This helps the bidder understand the value of everything included in your table. Please use additional paper if necessary to give us a full and accurate listing.

- The “Description” column lists each item on your table. (Remember to include gift certificates.)
- The “Retail Cost” column is where you enter the amount an item would cost if the buyer purchased it at full price. You may need to estimate this by pricing similar items, online or in-store.
- The “Total Retail Value” is the amount that we will use to determine the starting bid, purchase price and other information for our bidding process.
- Use this form to create your “Table Menu” that will be displayed on your table so that bidders can see all that your masterpiece has to offer. We will rely on this information to help sell your table.

Item #	Description	Retail Cost
1.	<i>Example-Fiesta Dinnerware Service for 4</i>	<i>\$120.00</i>
2.	<i>Example-Gift Certificate for Taco Hut</i>	<i>\$50.00</i>
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21.		
22.		

Total Retail Value of Table: _____



Table

Table Name:

Designer(s):

Business Sponsor(s):

Personal Sponsor(s):

Retail Value: \$

Table Delights

Dessert (items not displayed on table)

Everything goes! When you purchase this table, you will receive:



Table: **Example**

Tools for the Trade

Designer(s): Angie Peck, Bob Rogers & Chester Bricker

Business Sponsor(s): Eastern States Metal Roofing

Personal Sponsor(s): Angie Peck & Bob Rogers

Retail Value: \$ 3,294.00

Table Delights

Make the man in your life's ultimate dream come true! This table has various tools, including circular saw, impact and ratchet sets, woodworking tools, and more. Best of all, organizing all of his new toys will be a breeze, with a fantastic tool chest included on this table. No worries about tearing him away from his new toys with these two gift certificates to Bemus Inn and Ashville General Store. Whether a novice or a professional, this table will have them covered!

Dessert (items not displayed on table)

Everything goes! When you purchase this table, you will receive:

\$1000 Gift Certificate -Eastern States Metal Roofing

\$25 Gift Certificate- Bemus Inn Restaurant

\$50 Gift Certificate- Ashville General Store



Group Tablescape Project: Design a tablescape together!

Do you want to support CASA of Chautauqua County by becoming a table designer? Gather your friends, family, group or organization and plan a themed tablescape together! Many hands make light work....**and a big impact!**

It is simple and you all get to enjoy knowing you helped abused and neglected children in foster care.

Easy Steps:

1. Gather your group and decide on a tablescape theme.
2. Decide on elements you would like to include in your table design.
3. Group similar elements together. (ex: see below)
4. Solicit sponsors for grouped items; such as a dinnerware sponsor. Sponsors can be from your table designer group or others you may know. Solicit sponsorships by posting your project on social media!
5. Designate a point person who ensures entry forms, value worksheets and table menus are completed and submitted.

"An Artist in Me!"

This kids-themed "tablescape" will be auctioned to the highest bidder at the 15th Annual Come to the Table auction on Thursday, May 11 at the Chautauqua Suites. Event proceeds benefit CASA of Chautauqua County and our mission to provide advocacy for abused and neglected children in foster care.

Help Laurie & Kelly (table designers) by sponsoring an item or two!

 Art Table: \$165 Sponsor: Hannah Connor Photography	 Easel #1: \$60 Sponsor: Matthew & Jillian Stonefoot	 Paint Set: \$30 Sponsor: Hannah Connor Photography
 Smock 2-pk: \$15 Sponsor: Erika Connor	 Easel #2: \$60 Sponsor: Lisa Stonefoot & Joan Winkler	 Craft Supply Kit: \$15 Sponsor: Snowbelt Cannabis
 Modeling Clay: \$10 Sponsor: Den & Shelly Deuble	 Coloring Kit: \$30 Sponsor: Happy Homeschool Club	 Stamp Set: \$20 Sponsor: Den & Shelly Deuble
		 Tea Set: \$20 Sponsor: Jessica Parsons

****An Artist In Me!****
 A 2023 Come to the Table
 tablescape designed by Kelly Fiorella,
 Laurie Winkler...**and friends!**





Dear Friend of CASA,

Thank you for your generous support of our 16th Annual Come to the Table auction that was held Thursday, May 9 at The Chautauqua Suites Meeting & Expo Center. Your contribution along with many others allows the program to continue to advocate for abused and neglected children in Chautauqua County.

In 2022, 35 CASA volunteers advocated for the needs of 47 children in the foster care system. Since inception, CASA of Chautauqua has provided a CASA volunteer to over 470 children, proving the program is a crucial element in the wellbeing of these children.

All event proceeds will ensure that the foster children CASA serves will continue to have a powerful voice in court and an opportunity for a happy, healthy and stable future.

Thank you for supporting my table at the 16th Annual Come to the Table auction. Your generosity means the world to me, the CASA staff, the CASA volunteers and most importantly the children CASA serves.

Sincerely,

Volunteer Table Designer
Come to the Table 2024

Received of:

Receipt item:

Value:

For: 16th Annual Come to the Table auction



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