

11th ANNUAL



MAY 9, 2019

Table Designer Packet

Thank you for your interest in participating in our 11th Annual Come to the Table 2019. We look forward to working with you to make your table and this event a great success. Please feel free to contact us with any questions that you may have over the next few weeks. The following items have been included in this packet.

Please note the deadlines where applicable

Rules for Designing a Table

- ❖ An editable donation request letter – for you to use when asking for sponsorships and requesting donations for your table.
- ❖ Table Designer Entry Form –**due by April 5, 2019**
- ❖ Table Value Worksheet –**due by April 26, 2019**
- ❖ Table Menu *(NEW)- **due by April 26, 2019**

PLEASE RETURN ALL FORMS BY DEADLINE DATE TO:

CASA of Chautauqua County, 2 Academy St., Suite 5, Mayville, NY 14757

OR

Email CASActtt@gmail.com

If you have any questions please feel free to call 716.753.4123 or 716.753.4132

Rules for Designing a Table

- Fill out **Entry Form** and submit by **April 5, 2019**.
- 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. Purchasers can keep these items when purchasing the table.
- The **Table Value Worksheet** is to help you to 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 of the item regardless of sale price and coupons.
- The information on the Table Value Worksheet will be used to create a “menu” to be displayed on your table the day of the event.
- Your **Table Menu** will be displayed on your table the day of the event. This will give bidders a better idea of what they are bidding on. This will also be displayed in the program. Please leave table number blank.
- We strongly encourage you to add gift certificates or other items of value to your table.
- Any candles on the table cannot be lit. All edible items must be packaged and sealed. No meats, perishable items or baked goods are allowed.
- Please notify the committee by **April 26, 2019** of any special requests (outlet needed, one sided display, etc.).
- Table styling and set up time will be **May 9, 2019** from 7:30 am - 3:00 pm. **ALL TABLES MUST BE SET UP BY 3:00 SHARP!** If this poses an issue please contact Kathy or Kelly at 716-753-4123 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 table.



Dear Friend of CASA:

CASA of Chautauqua is holding its 11th Annual Come to the Table event 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 and hope 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 and offering support to more than 58 children a year. However, here is the thing: we are reaching only about half of the youth who need a volunteer.

The proceeds from this event go directly to helping these children in need and will have an impact on our 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 **May 9, 2019 at Chautauqua Suites Meeting & Expo Center.**

I am proud to be one of more than 30 table designers and would like to ***request a donation from your company*** to increase the value of my donated table design. With this fantastic addition, the value of the table will increase and will 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 2019



CASA of Chautauqua ♦ 2 Academy Street ♦ Suite 5 Mayville ♦ New York ♦ 14757
Phone: 716-753-4123 ♦ Fax: 716-753-4177 ♦ E-mail any questions to: CASACTTT@gmail.com



**11th Annual
Come to the Table
DESIGNER ENTRY FORM
Due by April 6, 2019**

TABLE SIZE: 60" Round 72" Round 72" x 30 Rectangle I will provide No table needed

TABLE NAME

Click here to enter text.

Click here to enter text.

BRIEF TABLE DESCRIPTION:

DESIGNER CONTACT INFO:

Name: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

**Special requests (outlets, etc.) will be honored if received by April 27, 2019.

PLEASE RETURN ALL FORMS BY DEADLINE DATE TO:

E-mail: casactt@gmail.com
Mail: CASA of Chautauqua County
2 Academy St., Suite 5
Mayville, NY 14757

Thank you for helping to make the 11th Annual Come to the Table a success!

Table Design Value Worksheet

Due: April 26, 2019

Email to casacttt@gmail.com or
Mail to: CASA of Chautauqua County
2 Academy St., Suite 5
Mayville, NY 14757

Use this to total all the items on your table so you can determine an overall **RETAIL VALUE** for the table. This helps the bidder to 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 Value 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 live bidding process.
- This form will be used to create a “menu” that will be displayed on the table for everyone to 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 Dinner Ware services for 4</i> | \$120.00 |
| 2. | <i>Example- Gift Certificate for Taco Hut</i> | \$50.00 |
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| 30. | | |

Total Retail Value of Table: \$ _____



TABLE #

Click or tap here to enter text.

Designer: Click here to enter text.

Business Sponsors: Click here to enter text.

Personal Sponsors: Click here to enter text.

Retail Value: \$ Click here to enter text.

Table Delights

Click here to enter text.

Dessert (items not displayed on table)

Click here to enter text.



TABLE # 3

“A Day Away at Sunset Bay”

Designers: Wendy Crino & Kelly Borrello

Business Sponsors: Cabana Sam's Sunset Bay Grill

Retail Value: \$ 731.00

Table Delights

This beach side dinner table will get you in the mood for sunshine, warm night sand cold drinks. Enjoy wine, beer or margaritas at your own dinner and then another time, enjoy Paddle boarding and lunch or dinner at Cabana Sam's.

Dessert (items not displayed on table)

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

- \$50 Gift Certificate to Cabana Sam's Sunset Bay Grill
- 2 One Hour Paddle Board Gift Certificates
- Bottle of Red Wine
- Flowers
- Candle
- Tropical Table Settings
- Lenox Pitcher
- 4 Riedel Red Wine Glasses
- 4 Tiki Torches
- Cabela's/ Labatts Soft Side Cooler
- Craft Beer
- AND MUCH MORE!!!!!!!!!!!!!!