

TIPS FOR HOSTING YOUR TABLE

APRIL 9 OR 10, 2026
HILTON MELBOURNE
200 RIALTO PLACE, MELBOURNE, FL
11:30 AM TO 1:00 PM

FUNDRAISER FOR
New Life Mission



Thank you so much for hosting a table with us at Community Care & Share! Below are some helpful tips that will guide you throughout your entire journey with us. Please download and take time to read through this document as you begin thinking about who you will be inviting to join your table at this fundraiser.

GATHERING YOUR GUEST LIST



PRAY

Ask God for direction on who you should invite. Consider friends and colleagues who may have a heart for this ministry, as well as the ability to provide a meaningful donation.



LIST PROSPECTIVE GUESTS

We suggest a minimum of 10 people, but feel free to invite a few extras as backups in case someone has to cancel close to the event. You can also extend an invitation to out-of-town guests who may not be able to attend but might be interested in making a donation.



RECRUIT A FRIEND AND CO-HOST TOGETHER

Get creative and invite couples. You may co-host with a spouse, friend, acquaintance from church or a co-worker.



CALL OR MEET WITH PROSPECTIVE GUESTS AND INVITE THEM TO THE EVENT

A personal ask for your guests to join you will be the most impactful. Send each of your guests an invitation (electronically or physically). Please do not invite via mass email or Facebook post. Remember to follow up one month ahead, one week ahead, and a day or two before the event.

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WHAT TO SAY



GIVE THEM YOUR “WHY”

Your prospective guests will be curious about your involvement with New Life Mission and why you are hosting. Please share your heart! Let them know that you are a supporter of New Life Mission and why this organization is important to you. If they ask what New Life Mission does and why this organization is important to you, refer to the one-page information sheet included in this packet.

“New Life Mission equips homeless mothers to transform their families for generations. Through education, accountability, and goal advancement, their program empowers families to become self-sufficient and break the cycle of homelessness.”

IF AN INVITEE CANNOT ATTEND



INVITE THEM TO MAKE A DONATION FOR CCS

Encourage them to mail a donation to New Life Mission by giving them a self-reply envelope or direct them to www.NewLife-Mission.org/CCS.



ASK FOR HELP TO FILL THEIR SEAT

Ask them if they could recommend any alternative guests who they think would be interested in this event and in supporting our mission.



ALL GUESTS WILL BE ASKED TO DONATE

As a guideline, invite guests who you believe would feel comfortable donating a minimum of \$100. Donations will be collected at the end of the event, and can be made by check or credit card.

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DEADLINE FOR YOUR GUEST LIST:

TUESDAY, MARCH 31



GET YOUR LIST IN AS SOON AS YOU HAVE CONFIRMATION

Please upload your guest list to FundEasy as soon as you have confirmation of their attendance. Refer to the “Registration Guide” included in your Host Packet or on our [Host Hub webpage](#) for guidance on how to manage your guests in FundEasy. Make sure to confirm spelling and include their email, phone number, dietary restrictions and other accommodations (wheelchair accessibility, etc). Email CCS@newlife-mission.org if you need assistance.

LEADING UP TO THE EVENT



CONFIRM YOUR GUEST LIST WITH US

We will check in with you before the event to double-check your list for correct information, spelling, and final confirmations. Be prepared and, if possible, offer back-up guests if you have cancellations.



SHARE YOUR INVOLVEMENT ON SOCIAL MEDIA

Follow us on Facebook, Instagram, and LinkedIn. Select “Going” on our Facebook Event Page. Like, comment, and share photos, reels, and videos that we post about this event and about the families we serve. Use the hashtags [#CCS2026](#) and [#NewLifeMission](#) in all your posts.



@newlife_mission



@NewLifeMissionBrevard



@NewLifeMission

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DAY OF THE EVENT



ARRIVE BY 10:45 AM

When you arrive, check-in at the Host Registration Table and receive your Host Packet and Gift. Your day-of-event Host Packet will contain envelopes for your guests to make their donations and a few other items. Keep the envelope closed until you are directed to open it during the event.



TAKE & SHARE YOUR PHOTOS

Take photos with your table and other guests! Share your photos on social media, tagging the necessary social media account and using the hashtags listed above.



COLLECT DONATION ENVELOPES

After your guests finish pledging their donations, please ensure that all guests at your table return their donation envelopes to you and that they are returned to your host envelope. This will ensure that we can track donations collected from your table.

POST-EVENT FOLLOW UP



SEND THE PROVIDED THANK YOU CARD

New Life Mission will provide you with cards to send a personalized thank you note to each of your guests. Donors will also receive a letter from New Life Mission thanking them for their donation, which will serve as their tax receipt.