



Table Host Toolkit

YFCMP LIVE HERE, LEAD HERE BANQUET 2024





Welcome to the team!

We are so grateful that you are helping us with the biggest banquet YFCMP has ever organized!

We hope this toolkit covers all the bases, but if you need us, please email us anytime at info@yfcmp.org or call our office at (412) 854-1110.

Event Overview



◆ Date & Location

- Monday, November 4, 2024, 6:00 pm
- Hilton Garden Inn/Southpointe, 1000 Corporate Dr. Canonsburg, PA 15317

◆ Speaker

We are excited to welcome former Steelers standout and Hall of Fame inductee, Mel Blount as our keynote speaker. Known not just for his legacy in sports but also for his Christian faith and related philanthropic efforts, Mel will share insights on leadership and the importance of community support in shaping young lives through spiritual formation.

◆ “Live Here, Lead Here” Theme

Our theme this year reflects our commitment to local action for the Kingdom of God within the Pittsburgh community. It's a call to engage directly and personally in God's work that shapes the futures of our young people.

◆ Underwriting Support

To ensure that guests can attend for free and to help YFCMP maximize gifts given, table hosts will contribute \$300 in underwriting. This helps defray their table's costs and amplifies the impact of the evening.

◆ Why Come?

- Purposeful Engagement: Experience how your support contributes to the YFCMP mission, which is “[to reach] young people everywhere, working together with the local church and other like-minded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to prayer and the Word of God, passion for sharing the love of Christ, and commitment to social involvement.”
- Community Networking: This event is a prime opportunity for networking with like-minded individuals, community leaders, and advocates for youth and faith-based initiatives.
- Powerful Testimonials: Listen to moving stories from individuals whose lives have been dramatically transformed by YFCMP's programs.



What it Means to be a Table Host



✓ Context and Strategic Goal

Youth for Christ Metro Pittsburgh is currently experiencing a significant growth phase, expanding our ministry to touch more lives and shape more futures for Christ. To sustain and amplify this growth, it is vital to connect with new partners who can support our ministry through giving, prayer, and volunteering.

✓ Event Strategy

This year, we are organizing the largest banquet in the history of our organization, set to take place in the Hilton Garden Inn/Southpointe. Featuring Former Hall of Fame Steelers star Mel Blount as our speaker, this event is designed to inspire and mobilize support at an unprecedented scale.

✓ Role of Table Hosts

As a table host, your role is instrumental in this effort. We are counting on you to leverage your personal and professional networks to introduce new potential partners to YFCMP. By committing to fill a table of 10 and underwriting the cost of \$300, you help us reach our goal of engaging 500 new partners who can contribute to our mission in various meaningful ways.

✓ Your Impact

You are not just filling seats—you are opening doors to new relationships and possibilities for involvement. Each guest is a potential new partner who might decide to support YFCMP through giving, volunteer work, or advocacy. Your efforts directly contribute to the strength and sustainability of our ministry, helping us reach more young people with the Gospel.



Inviting and Registering Guests:

Detailed Instructions



Steps for Inviting Guests

1. Identify Potential Guests:

- Consider friends, family, colleagues, and acquaintances with an interest in community work, youth mentorship, or a passion for the Steelers.

2. Use Invitation Templates:

- Personalize the provided [text message](#) and [social media](#) templates with your own YFCMP story to make the invitation compelling.

3. Highlight Event Details

- Emphasize the "Live Here, Lead Here" banquet, the venue, and the opportunity to hear from Mel Blount.

4. Communicate Event's Purpose

- Explain that while the event includes a partnership appeal, there is no obligation to give. The goal is to introduce them to YFCMP's mission.



Steps for Registering Guests

1. Direct Guests to Register

- Guests are to register online at yfcmp.org/banquet. Encourage early registration. Your name will be on the list of table hosts.

2. Track Registrations

- Use email confirmations to maintain an updated list of your guests. Stay in touch as the event approaches.

3. Follow-Up

- Thank each guest who registers. Remind them about the event closer to the date. YFCMP will also send reminders as the date approaches, but a personal follow-up from you is also helpful.

FAQ's

◆ Event Details

- 1. When and where is the "Live Here, Lead Here" banquet?**
 - The event will take place on Monday, November 4, 2024, at the Hilton Garden Inn/Southpointe.
- 2. What time does the event start?**
 - The event begins at 6:00 pm
- 3. Who is the keynote speaker?**
 - Our guest speaker is former Steelers star and NFL Hall of Fame inductee Mel Blount.
- 4. How can guests make donations at the event?**
 - Donations can be made via cash or check at donation stations, or online through our website.

◆ Event Logistics

- 1. What is the dress code for the event?**
 - The dress code is business casual.
- 2. What is the program agenda for the evening?**
 - The program will include a welcome reception, dinner, keynote speech by Mel Blount, a presentation on YFCMP's impact, and the partnership appeal.
- 3. Is parking available at the Hilton Garden Inn/Southpointe?**
 - Yes, there is free parking available in the hotel parking lot. This is also mentioned on the event website, and detailed parking information will be provided closer to the event date.
- 4. Will food be provided?**
 - Yes, dinner will be served during the banquet. Please inform us of any dietary restrictions in advance on the registration form.
- 5. Can I bring a guest who decides to attend last minute?**
 - While we need an accurate advance headcount for our catering orders, last-minute guests are welcome. However, special dietary needs may not be able to be accommodated on such short notice.
- 6. What should I do if one of my guests has special needs or requires accommodations?**
 - Please inform the event coordinator as soon as possible so we can make the necessary arrangements to accommodate all guests comfortably.



FAQ's, cont.

◆ Guest Registration

- **How do guests register for the event?**
 - Direct your guests to register on our event website yfcmp.org/banquet. They will need to fill out a registration form. You may also fill this out on their behalf.
- **How do I track my guests' registrations?**
 - You will receive email confirmations for each guest who registers, which you can use to keep track of your table.
- **What if a guest needs to change their registration details?**
 - Guests can update their registration information by contacting the YFCMP office at 412-851-1110 or emailing info@yfcmp.org.
- **What if more than 10 guests I invited register?**
 - We can increase the number around a table to 11 easily. If you are bringing more than 10, we'll work on a seating plan that ensures your guests have friendly faces around their table. Input is always welcome.

◆ Table Host Responsibilities

- **What is my role as a table host?**
 - As a table host, you are responsible for inviting and filling a table of 10 guests, preferably new potential partners to YFCMP. We are also asking table hosts underwrite the table cost of \$300 so your guests can attend for free.
- **How do I invite guests?**
 - Use the provided text message and email templates to invite guests, personalizing them with your own story and connection to YFCMP.
- **What should I tell my guests about the event?**
 - Share the event details, the purpose of the banquet, and highlight the unique aspects like the guest speaker and the impact of YFCMP.
- **Is there a financial obligation for my guests?**
 - No, there is no giving requirement for guests. The event will include a partnership appeal, but participation is voluntary.
- **What should I do if I cannot fill my table?**
 - Contact the event coordinator for assistance or suggestions on how to invite more guests. We are here to support you in reaching your goal.
- **What if I need to cancel my participation as a table host?**
 - Please inform the event coordinator as soon as possible so we can make necessary adjustments.



FAQ's, cont. again

◆ Event Marketing

- How is YFCMP promoting the "Live Here, Lead Here" banquet?
 - YFCMP is promoting the event through multiple channels to ensure maximum reach. We have sent a "Save the Date" postcard to our entire mailing list this summer. Additionally, we are conducting email marketing campaigns and leveraging our social media platforms to raise awareness about the event.
- What is the role of a table host in event marketing?
 - The primary goal of the event is to reach new partners who can support our mission. As a table host, your role is crucial in inviting new potential partners to the banquet. Your personal and professional networks are invaluable in introducing YFCMP to individuals who may not yet be familiar with our work.
- Why is it important for table hosts to focus on new potential partners?
 - While our general marketing efforts aim to reach a broad audience, the most effective way to engage new supporters is through personal invitations. Table hosts can provide a more personalized touch, making new potential partners feel welcomed and valued.
- What tools and resources are available to table hosts for inviting guests?
 - This toolkit includes text message templates, as well as social media graphics. These resources are designed to make the invitation process as easy and effective as possible for you.
- Can I use social media to invite guests to the event?
 - Absolutely! In fact, we encourage you to share information about the banquet on your social media platforms. Use the materials provided in the social media section to help promote the event and invite your friends, colleagues, and acquaintances.
- How can I track the effectiveness of my invitations?
 - You will receive email confirmations for each guest who registers through the event website. This will help you keep track of your guests and ensure your table is filled.





Downloadable Graphics for Text Messages and Social Media

Enhance your invitations and social media posts with these eye-catching graphics designed for the "Live Here, Lead Here" banquet. Use them to spread the word and generate excitement about the event. The graphics come in two formats: square and tall rectangle story format, perfect for various social media platforms and messaging apps.

[Square Graphic](#) 

[Tall Rectangle Story Graphic](#) 

[Ideal for:](#)

[Ideal for:](#)

[Instagram posts](#)
[Facebook posts](#)
[LinkedIn updates](#)
[Email/text attachments](#)

[Instagram Stories](#)
[Facebook Stories](#)
[Snapchat Stories](#)



Don't forget to tag YFCMP in your social media posts! We're on instagram and facebook @yfcmp

Text Invite Templates



Hey [Guest's Name], would you be interested in joining me at the "Live Here, Lead Here" banquet on November 4 at the Hilton Garden Inn Southpointe? Mel Blount, the legendary Steelers player, will be our keynote speaker. It's going to be an amazing evening filled with inspiration and community support for Youth for Christ Metro Pittsburgh. I think it would be a great experience for you! Register here: <https://yfcmp.org/banquet>

Hi [Guest's Name], do you have plans for November 4? I'd love for you to join me at the "Live Here, Lead Here" banquet at Hilton Garden Inn Southpointe. We'll hear from Mel Blount, and it's all about supporting Youth for Christ Metro Pittsburgh's mission to help local youth. It's a cause close to my heart, and I think you'd find it really rewarding. Register here: <https://yfcmp.org/banquet>

Hi [Guest's Name], would you like to attend the "Live Here, Lead Here" banquet with me on November 5 at Hilton Garden Inn Southpointe? Mel Blount will be sharing his insights on leadership and community impact, and it's all to support Youth for Christ Metro Pittsburgh. I think this event will really resonate with you. Let's make a difference together! Register here: <https://yfcmp.org/banquet>



These templates are provided as a resource to make table hosting as easy as possible. Please feel free to edit or write your own invites as it fits your context and relationships.

Text Invite Templates from a Couple

Hey [Guest's Name], [Partner's Name] and I would love for you to join us at the "Live Here, Lead Here" banquet on November 4 at Hilton Garden Inn Southpointe. Mel Blount, the former Steelers player, will be our keynote speaker. It's going to be an amazing evening supporting Youth for Christ Metro Pittsburgh. We think you'd really enjoy it! Register here: <https://yfcmp.org/banquet>

Hi [Guest's Name], do you have plans for November 4? [Partner's Name] and I are hosting a table at the "Live Here, Lead Here" banquet at the Hilton Garden Inn Southpointe. We'll hear from Mel Blount, and it's all about supporting Youth for Christ Metro Pittsburgh's mission. It would mean a lot to us if you could join. Register here: <https://yfcmp.org/banquet>

Hi [Guest's Name], would you like to attend the "Live Here, Lead Here" banquet with us on November 4 at the Hilton Garden Inn Southpointe? Mel Blount will be speaking, and it's to support Youth for Christ Metro Pittsburgh. We think you'll find it really rewarding and would love to share this evening with you. Register here: <https://yfcmp.org/banquet>

