



# Table Host Toolkit

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YFCMP LIGHT THE WAY BANQUET 2025





# Welcome to the team!

We are so grateful that you are helping us with our biggest event of the year!

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

# Event Overview



## ◆ Date & Location

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- Monday, November 10, 2025, 6:00 pm
- Hilton Garden Inn/Southpointe, 1000 Corporate Dr.  
Canonsburg, PA 15317

## ◆ Speaker

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Dr. Calvin Troup serves as the President of Geneva College, where he champions Christ-centered leadership and faith-driven learning. Before Geneva, he directed the nationally ranked Rhetoric Ph.D. program at Duquesne University, shaping young leaders for lives of service and faith.

## ◆ Underwriting Support

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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.

## ◆ "Light The Way" Theme

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This year's "Light the Way" theme calls us to pray for young people walking through darkness and to answer Jesus' call to follow Him as the Light of the World. Inspired by John 8:12, we ask the Lord to light the way for youth who feel lost and overlooked, while we commit to carry His light into their lives—bringing hope, love, and truth. Together, we step boldly into their stories, ready to be a steady presence, a caring friend, and a witness of God's love.

## ◆ Why Come?

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- Purposeful Engagement: See how your support helps YFCMP reach young people everywhere and raise up lifelong followers of Jesus.
- Community Networking: Connect with others passionate about youth ministry, leadership, and sharing Christ's love in our community.
- Powerful Stories: Hear moving testimonies from individuals whose lives have been changed by YFCMP.





# 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

The “Light the Way” banquet at the Hilton Garden Inn Southpointe is designed to inspire and mobilize support for YFCMP’s mission. With Dr. Calvin Troup, President of Geneva College, as our keynote speaker, we’ll celebrate the stories of young people and invite you to join us in helping them uncover God’s story of hope in their lives.

## ✓ 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 connection to Geneva College.

#### 2. Use Invitation Templates:

- Personalize the provided text message and social media templates (coming later this summer) with your own YFCMP story to make the invitation compelling.

#### 3. Highlight Event Details

- Emphasize the "Light the Way" banquet, the venue, and the opportunity to hear from Dr. Troup

#### 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](https://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

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1. **When and where is the "Light the Way" banquet?**
  - The event will take place on Monday, November 10, 2025, 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 Geneva College President, Dr. Calvin Troup.
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

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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 Dr. Troup, 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

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- How do guests register for the event?
  - Direct your guests to register on our event website [yfcmp.org/banquet](http://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](mailto:info@yfcmp.org).
- What if more than 10 guests I invited register?
  - We can easily increase the number around a table to 11. If you are bringing more than 11, we'll work on a seating plan that ensures your guests have friendly faces around their table. Input is always welcome.

## ◆ Table Host Responsibilities

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- 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

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- How is YFCMP promoting the "Light the Way" 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?
  - We will be providing text message templates and social media graphics later this summer.
- 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.