

Table Captain

WOMEN CAN/WOMEN DO 2025 – CHARLEVOIX COUNTY

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register

Please let WRCNM know as soon as possible if you plan to participate as a Table Captain. **Let us know by phone or email; Our contact information is on the back side of this page.**

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invite guests to join your table

GUESTS:

Tables can accommodate **8 guests**.

SEATS*:

Price for one seat requires a minimum donation of **\$150.00** – guests are strongly encouraged to prepay for their seats.

**Unsold seats will be assigned to individual registrants.*

GUEST INFO CHECK LIST:

- First & Last Name
- Dietary Restrictions
- Mailing Address (if known)
- Phone Number
- Email

SUBMIT YOUR GUEST LIST:

Submit your confirmed guest list to WRCNM as soon as possible, but no later than **May 16, 2025**.

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communicate

CONNECT:

We encourage you to connect with your guests **one week prior** to the event to confirm their commitment.

REMIND:

WRCNM will provide invite reminders that you can forward on to your guests.

INFORM:

Please let us know of any updates or cancellations to your guest list at your earliest availability.

We will do our best to fill any open seats.

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enjoy!

Arrive to the event around 11:00am. Lunch will be served at 12:00pm. There will be a fabulous silent auction, as well as stunning tables arranged by talented community designers.

Table Captain

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event information

DATE: June 11, 2025
TIME: 11:00 am - 1:00 pm
LOCATION: Castle Farms - East Garden Room
SEAT \$: *Event attendees make a minimum \$150.00 donation per seat.*

***Despite inflationary increases to food and beverage costs, WRCNM is committed to an accessible and inclusive community event. Any guests that make an additional gift of \$25-50 will help offset expenses.*



captain responsibilities

COLLECT PAYMENT(S):

We will provide you with a donation envelope on the day of the event to gather donations from any guest who did not pre-register.

CANCELLATION/NO-SHOW:

If one of your guests is unable to attend, the following steps are recommended:

1. Ask if your guest would like to make the \$150 donation for their seat.
2. Fill the seat with another guest (this guest will be asked to make a \$150 seat donation)
3. Ask a friend to help you co-captain to invite other guests.
4. Call WRCNM for further assistance.



questions

HAVE A QUESTION?

If you have specific questions, please contact the main office;

We are happy to assist you!



contact us

PHONE: 231-347-0067

EMAIL: events@wrcnm.org

CURRENT ADDRESS:

423 Porter Street, Petoskey MI 49770

NEW ADDRESS:

2225 Summit Park Drive, Petoskey MI 49770



notes:
