

# Table Captain

WOMEN CAN/WOMEN DO 2025 - OTSEGO 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 **\$100.00** - 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 **Friday, July 18, 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 11:30 am. Lunch will be served at 12:00 pm. There will be a fabulous basket raffle, as well as stunning tables arranged by talented community designers.

# Table Captain

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## event information

**DATE:** August 5, 2025  
**TIME:** 11:30 am - 1:00 pm  
**LOCATION:** BJ's Catering & Event Center, 990 N Center Ave., Gaylord MI  
**SEAT \$:** *Event attendees make a minimum \$100.00 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 \$100 donation for their seat.
2. Fill the seat with another guest (this guest will be asked to make a \$100 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](mailto:events@wrcnm.org)

### NEW ADDRESS:

2225 Summit Park Drive, Petoskey MI 49770



## notes:

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