

# Dining by Design

Thank you for your participation in this year's Dining by Design - Harlingen's premier fundraising event for the North Cameron Unit of the American Cancer Society! We are excited for you to join us on Thursday, November 2, 2017, at the Casa de Amistad.

Together, we are sure to make it a memorable year and raise funds for this worthy cause!

Please review the following information.

Should you have any questions, contact your Table Coordinator.

## **Instructions:**

- Please complete the **Designer Information Form** and return to your coordinator.

## **Table Guidelines:**

- The minimum number of guests per table is 8. We will accommodate large tables as space will allow. If you are planning on a very large table, please make arrangements with your coordinator early.

- You are encouraged to bring your own table(s) and chairs, or we can assist you in this area. We have 60" round tables available through the Casa de Amistad; they seat a maximum of 8. The chairs available at the Casa are standard metal chairs; we suggest chair covers. We can also rent the following for you:

- a 72" round table which seats 8-10 guests
- 2.5' x 8' rectangular tables; seating available depends on how many tables are used

- You may provide your own table linens or rent them as necessary. Possible local vendors include, but are not limited to the following:

- |                    |                                 |          |
|--------------------|---------------------------------|----------|
| -All Party Rentals | 1514 N. Closner Blvd., Edinburg | 381-9080 |
| -Rental World      | 821 Jackson St., Harlingen      | 364-1014 |
| -Social Situations | 1110 E. Harrison, Harlingen     | 423-9307 |

Delivery fees may be waived if you request delivery with the Dining by Design delivery.

- Battery-operated candles are permitted.
- Extra items and props (side chairs, tables, carts, etc.) are permitted, but please make sure to include them in your overall floor space on your Designer Information Form.
- Electricity may be used if available. Please check with your table coordinator early.
- Nothing may be hung from the ceiling or on the walls.
- The title of your table and your designers' names should be displayed on your table; you may display this however you wish. We ask for no promotion of your business, as this is a fundraiser to promote the American Cancer Society. The committee can provide you with a 5"x7" card containing your title and designers' names. Please make this request through your Designer Information form or your coordinator.

## **Dinner Options:**

- Prior to the evening meal, a cloth napkin containing silverware will be placed on each chair. Wine and water glasses will also be added to your table. Designers are encouraged to remove their personal silverware, etc. before the meal is served so items are not accidentally removed.
- Wine will be served during the evening event. Your guests are welcome to bring in favorite bottles of wine or other libations and set-ups for your table.

## **Schedule:**

- Set-Up:
- Wednesday, November 1<sup>st</sup> from 10:00 AM – 8:00 PM
  - There will be NO setup on Thursday. Only fresh flowers may be brought in from 9:00 AM - 10:00 AM on Thursday.
  - Because there is no clean-up crew, please make sure your area is left clean.
- Daytime Preview:
- Thursday, November 2<sup>nd</sup> from 11:00 AM – 2:00 PM
  - A lovely presentation of finger foods will be available for attendees.
  - Ticket prices are \$25 prior to the event and \$30 at the door.
- Evening Gala:
- Thursday, November 2<sup>nd</sup>
  - Cocktails and viewing begin at 6:00 PM.
  - Dinner is served at 7:30 PM.
  - Tickets are \$100 each.
  - You may also take down after the event Thursday evening, but not earlier than 10:00 PM.
- Take-down:
- Friday, November 3<sup>rd</sup> from 7:30 AM – 10:00 AM
  - Because there is no clean-up crew, please empty your area entirely.

## **Designer Deadline:**

- PLEASE TURN IN EVERYTHING TO YOUR COORDINATOR BY **OCTOBER 6, 2017:**
  - Payment for all seats
  - Your completed Designer Information Form

## **Check us out online!**

[www.DiningByDesignRGV.com](http://www.DiningByDesignRGV.com)  
[www.facebook.com/diningbydesignrgv](https://www.facebook.com/diningbydesignrgv)  
[www.instagram.com/diningbydesignrgv](https://www.instagram.com/diningbydesignrgv)

