



**REGISTRATION AND TABLE ASSIGNMENTS SUBCOMMITTEE**

Table Assignment and Seating Process

WORK SHEET

**I. We need to finalize the method for table assignments, so please take some time to consider the following points:**

- The connection between sponsorship and member assessments significantly affects our table assignment process.
- We must clarify the criteria for table assignments and determine whether assignments depend on members submitting:

**Assignment can be made upon payment of:**

**\$1,000 table payment**

**\$1,600 assessment**

- Additionally, we should consider whether members will use their tables or whether they will be sold entirely to sponsors.

**How many tables are being sold? 60**

**How many tables are sold entirely to a sponsor? \_\_\_\_**

**How many tables are entirely used by PNC members? \_\_\_\_**

To streamline this process, we can organize our considerations into distinct sections: **Table Assignment and Seating Process**

**1. Guest Information Gathering**

- **Collect RSVPs:** What is the most efficient method for collecting RSVPs?
  - a. Do we have the Member RSVP Form? **YES**
  - b. Have all PNC Member Completed this form? **NO**
  - c. How many PNC Members need to complete this form? \_\_\_\_
  - d. Who will assist in getting the form completed? (Input information at meetings or by calling).

Name	Name
1.	2.
3.	4.

- **Special Requirements:** Have we compiled a comprehensive list of guests, including dietary restrictions or special accommodations?

1.	2.
3.	4.

**2. Table Setup**

- **Capacity:** What is the total number of tables available, and how many guests can each table accommodate?

**Total number of tables available is:** 60.  
**Each table will accommodate:** 10 guests.

- **Theme/Arrangement:** Are there any specific seating themes or arrangements we need to consider?

**3. Seating Preferences and Considerations**

- **Guest Requests:** Do we have any seating preferences or requests from guests (e.g., wanting to sit with friends or family)?

- **Mixed Groups:** Should we consider mixed groups in our seating arrangements, or do certain guests need to be kept apart?

**4. Committee Roles and Responsibilities**

- **Role Assignments:** What specific roles will each committee member have during the table assignment process?

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Name	Role
Leah Moody	
Renee McKnight	
Allison Chisolm	
Tenia Friday-Taylor	
Lisa Liggins-Pulliam	
LaSaine Yates	
Rene Davis	

- **Day-of Coordination:** Who will be responsible for handling any last-minute changes or issues on the day of the event?  
**(Depends on the issue)**

Name	Role


### 5. Communication Strategy

- **Advance Communication:** How will we communicate the seating plan to guests before the event? How many checking tables?

Seating list (check-in/doors);
Seating Diagram Chart (check-in table/doors)
Email Members- using app prior to April 5th
Table card at check-in?

- **Venue Signage:** Will there be signs at the venue to assist in directing guests to their assigned tables?

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### 6. Contingency Planning

- **No-Shows:** What is our plan if a guest who RSVPed does not show up?
- **Unexpected Guests:** How will we manage unexpected guests?

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### 7. Assessment and Feedback

- **Effectiveness Review:** After the event, how will we evaluate the effectiveness of the seating arrangement?
- **Feedback Mechanism:** What feedback mechanism can we establish to gauge guest experiences?

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