



**STURGES-YOUNG**  
CENTER FOR THE ARTS

# HK Table Sponsor Checklist:



**HOLIDAY  
KALEIDOSCOPE**  
A TRADITION BENEFITTING SYCA

## Theme Your Table

- ☐ Glasses
- ☐ Chargers
- ☐ Decor
- ☐ Silverware
- ☐ Any other theme related set up

## Important Tips & Dates

- October 27th - Menu options due (for overall count)
- November 5th & 6th - Table set up times 12 PM - 6 PM
- 5 PM - Door open time - Location - Front door entry off Nottawa only
- Table checklist all geared toward the theme
- Early Registration - Ask guest to fill out registration cards.
- Submit guest registration during set up.
- There will be a separate line for pre-registered guest.
- Event close - Table tear down *(Immediately following the event)*

## SYCA Will Supply

- Chair covers ( black )
- Plates for Meal Service
- Floor length tablecloth ( black )

## Helpful Tips

- Keep packing boxes for quick tear down.
- Set up early so you'll know ahead of time if anything else is needed.
- No open flamed candles, water beads or glitter.
- No tape or paint on walls or back of chairs
- Delivery of Trees is within city limits. Anything outside of the city must make other arrangements for live auction trees