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 26th - Menu options due (for overall count)
- Table set up November 4 (2 PM - 8 PM) & November 5 (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