

PENDLETON CHAMBER OF COMMERCE

presents

Black & White

and Pendleton All Over

FIRST CITIZENS BANQUET & BUSINESS EXCELLENCE AWARDS TABLE DECORATING OPPORTUNITIES

Yes! I would like to highlight my business or organization by decorating **one** of the 45 dining tables at the annual banquet. This does not include tickets to the event.

Please select your choice of commitment:

- \$25 to secure your table decorating opportunity when paid **before** December 1st
- \$40 to secure your table decorating opportunity when paid **after** December 1st
- Donation of Raffle Prize with a value of at least \$40

- Marketing Tables are available for \$100 each. This is a 6' table in the Cayuse Hall that you may merchandise or decorate to promote your business or organization. This does not include tickets to the event.

PAYMENT & CONTACT INFORMATION

Check enclosed in the Amount of \$_____ Please charge my VISA/MasterCard for \$_____

Card Number

Expiration Date

CVV

ZIP

Signature

Business Name

Contact Name

Email Address

Phone Number

REGISTER & PAY BEFORE December 1, 2018 FOR DISCOUNTS!

(541) 276-7411 or 501 S. Main, Pendleton, OR 97801.

Upon receipt of your registration, we will contact you with details about decorating your table, including colors of provided linens and guidelines.



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Thank you for decorating a table at this prestigious event! The committee would like to remind you of some decorating guidelines and information you may be wondering about as you plan your decorations and marketing items. Please call the Chamber office at (541) 276-7411 or email info@pendletonchamber.com if you have questions not answered here. Thank you in advance for your cooperation in following these guidelines we've implemented in the spirit of fun and fairness. We're looking forward to our best banquet ever. Thanks for being a part of the success!

GUIDELINES FOR FIRST CITIZENS BANQUET TABLE DECORATING

1. All Decorations will be provided by you as the decorator. Centerpiece giveaway item must be valued at a minimum of \$25. Each place setting should have a gift valued at a minimum of \$10.
2. Don't forget to bring all the supplies you need to decorate with...i.e. tape, glue, string, electrical cord, and ladders to hang things with if necessary.
3. We ask that you not use any of the Wildhorse Resort & Casino maintenance equipment, i.e. ladders, as it becomes a liability issue. Please do not rely on Wildhorse Resort & Casino for decorating supplies.
4. **If you need electricity to your table, please advise the Chamber office** so we may place you in an appropriate location for electrical supply and safety. Bring an extension cord and duct tape to fasten it down to minimize tripping hazards.
5. Tables are round and seat 10. The place settings, including napkins, dishes, cups & saucers, and **wine glasses**, will be provided. Remember you will need room for place settings as you decorate. **All decorating items are considered "prizes" of those seated at the table.**
6. **NO LIT CANDLES, NO OPEN FLAMES! You may use battery operated candles or just don't light your candles.**
7. Do not use permanent markings or decorations that may not be removable or cleaned up/vacuumed up.

GUIDELINES FOR FIRST CITIZENS BANQUET TABLE DECORATING, continued

8. The decorating times will be:
 - **Thursday, January 17, 2019, from 3:00 to 7:00 p.m.**
 - **Friday, January 18, 2019, from 8:00 a.m. to 12:00 p.m.**

All decorating must be done by 12:00 p.m. on Friday, January 18, 2019, so the judges will have adequate time to consider your table for an award.

9. You will draw for a table location when you arrive the day of decorating. You may not request a location. The Chamber will locate certain needs as appropriate for safety reasons, and tall decorations that may obstruct views will be placed along the periphery or in the back of the room.
10. You will not be able to do additional decorating the evening of the event. As you can see, your decorating time is limited so have your table planned out completely. Do most of the assembling prior to the decorating time while using that time for set-up.
11. If your table needs candles or lights turned on prior to judging, please let the table coordinators in the room know in advance.

Several colors of table linens will be available to you on a first-come, first-served basis. You may also choose to bring your own plate chargers, place mats, napkins, special table clothes or runners, etc. but don't expect to get them back!

Here are your choices:

90" Table Clothes: *ivory, white, black* 52" Square Table Toppers: *red, white, ivory, green*
Napkins: *white, beige, lt. yellow, coral, burnt orange, celadon, navy blue, silver, wedgewood blue, burgundy, lilac, mauve, dark green, dark purple, oatmeal, brown, gold, black, teal, skipper blue, red, brick red, pink*

Prizes will be awarded during the program that evening for:

- Best of Show
- Most Creative
- Best Marketing
- Most Colorful
- Best Use of Theme
- Most Elegant
- Most Unique
- People's Choice