



THE ART CENTER OF WACO

The Place for Art and Ideas

BOARD OF TRUSTEES

Ansuya Abnoussi
Donnie Balmos
Pauline Chavez
Grant Dudley
Laura Hernandez
Susan Kennedy
Lance Magid
Jill Michaels
Lisa Monroe
Lynn Pearson
Duane Sartor
Cindy Smith
Bryant Stanton

STAFF

Meg Gilbert
Director

Megan Legband
Program Coordinator

Karen Alleman
Education Coordinator

January 23, 2017

Dear Designer,

On Thursday, March 30, 2017, The Art Center of Waco will host our 22nd annual fundraising event, Table Toppers, at The Baylor Club at McLane Stadium. This elegant champagne luncheon is a delightful, colorful celebration, featuring tables decorated by local designers, businesses and schools. We invite you to be a part of this exciting event!

The Art Center continues to expand upon our objective to engage the community through cultivating the arts. Through providing art experiences, such as classes and exhibits, promoting activities that stimulate creative expression, and developing programs that encourage appreciation of diverse art forms, we are committed to serving our Waco community. Our Table Toppers event allows us to pursue these goals through fundraising.

Your participation is an integral part of Table Toppers' success. So, we invite you to unleash your imagination and artistic flair! Sign up to take part in this event by creating an original tablescape. We want to see your unique vision, talent and theme expressed. Awards will be presented during the event, celebrating design, originality, imagination, and other qualities.

There is no fee to design a table. We simply ask that you provide themed favors for the nine guests seated at your table, as well as a silent auction item if you so choose. As a thank you for your participation, we would like to offer you a free \$70 ticket to attend Table Toppers at the table you designed. We hope you will attend and encourage your family, friends and customers to purchase tickets to support The Art Center!

Attached you will find specific details for Table Toppers designers. Thank you for your support of The Art Center of Waco. Your loyalty makes it possible for us to continue to serve the Waco community.

With Kind Regards,

Meg Gilbert
Director

Jill Michaels
Board Member
Table Toppers Chair 2017

THE ART CENTER OF WACO
22ND ANNUAL TABLE TOPPERS EVENT
THURSDAY MARCH 30, 2017

EVENT DETAILS

WHAT An elegant brunch fundraiser for The Art Center of Waco, featuring tablescapes created by local designers, businesses and schools.

WHERE The Baylor Club at McLane Stadium
1001 South Martin Luther King, Jr. Blvd
Waco, Texas 76704

WHEN Thursday, March 30, 2017 from 10:30 AM to 12:30 AM

SET UP & TAKE DOWN DETAILS

- We ask our Table Designers to set up their tables on **Wednesday, March 29 from 12 PM – 5 PM** at The Baylor Club.
- We ask our Table Designers to take down their tables on **Thursday, March 30** immediately following the event, with all items removed by **4 PM**.

WHAT YOU PROVIDE

Our amazing Table Designers provide the following:

- One decorated table, which can use electricity or candles if desired. If you would like to see photos of examples of past designs, please email Megan at programs@artcenterwaco.org or visit our website (www.artcenterwaco.org).
- Nine favors, one for each seat at your table. Please note that if you do not choose to redeem your ticket, you will only need to set 8 place settings.
- One Silent Auction item (optional but greatly appreciated).

WHAT WE PROVIDE

The Art Center will provide the following to our Table Designers:

- One 72" table, nine chairs, and a black or white tablecloth.
- Electricity if needed.
- One free ticket (a \$70 value) at the table you designed.
- Networking opportunities with our donors.

TABLE DESIGNERS AGREEMENT

You may either fill out and return this form, or go online to www.artcenterwaco.org/table-toppers/ and fill out the form at the bottom of the page. Thank you for your support of The Art Center!

Please initial each following line.

- _____ Yes, I understand that there is no fee to participate in this benefit for The Art Center of Waco.
- _____ Yes, I understand as a table designer I will receive one free Table Toppers luncheon ticket valued at \$70.
- _____ Yes, I agree to set up a table design for Table Toppers on Wednesday, March 29 from 12 PM to 5 PM at The Baylor Club.
- _____ Yes, I agree to take down the table design immediately following the event with all items removed by 4 PM.
- _____ Yes, I understand I must use the table provided by The Baylor Club, which is a 72" round table and seats 9 guests, including myself.
- _____ Yes, I understand that I may use battery-operated candles or real candles enclosed by glass.
- _____ Yes, I will provide a themed favor for each seat at my table.

Please initial each line that applies to you.

- _____ Yes, I want to be provided a white lap-length tablecloth.
- _____ Yes, I want to be provided a black lap-length tablecloth.
- _____ Yes, my table design will exceed 48" in height.
- _____ Yes, my table design will require electricity.
- _____ Yes, I will donate a Silent Auction Item. Please list the item you will give below & the date we may pick it up from you.

Date: _____

TABLE DESIGNER INFORMATION

Designer or Business: _____

Contact Name: _____ Date: _____

Email: _____ Phone: _____

Address: _____

Name of Person Using Free Ticket: _____

Or Initial Here to Confirm: _____ I will not be using my free ticket.

TICKET RESERVATION INFORMATION

I wish to reserve _____ luncheon tickets at \$70 per person in addition to my included free ticket.

Please initial in agreement.

_____ I understand I must return a payment of either a check or credit card information with this form if I want my ticket to be reserved.

I am paying with (a) an enclosed check [payable to Art Center of Waco] or
(b) a credit card (circle one option).

Credit Card (circle one): Visa Master Card American Express Discover

Account #: _____ Expires: _____ / _____

Name on Card: _____ 3 Digit Sec. Code: _____

Amount: \$ _____ Zip Code: _____

Check Number: _____ Check Date: _____

Please keep a copy of this agreement for your records and please return this agreement by March 10, 2017.