

# HOSTESS FAQ

## Night on the Town (NOTT)

A gala fundraising event to benefit the children & families of Lancaster Day Care Center.

### 1) How much does it cost to attend the event?

You and your spouse will attend the event at no charge. Your dinner party guests will have several payment options: \$80 per person or \$100 per person as a “Friend of the Center” (this option includes a listing in our preview book).

### 2) Who generates my guest list?

You do! Each hostess will generate their own guest list. As a result, someone from your list may be on another hosts list. We will work with hostesses to resolve any duplication (or other concerns) to the best of our ability. We also have a long list of Lancaster Day Care Center supporters and past NOTT attendees that we are happy to share. We may also ask you if you are willing to host a particular guest.

### 3) What is the average size of a dinner party?

Party size varies from 12 guests to 75+ guests. The breakeven point (profitability point for the Center) is 10 people or 5 couples per hostess. We encourage you to invite enough to make your dinner party profitable for the Center and enjoyable for you and your guests. *Please keep in mind that most guest lists will yield less than a 30 – 40 % positive response rate.*

### 4) How does the evening of the event unfold?

Your guests will first go to the Lancaster Country Club, doors open at 5:00pm. At the Club, they will be able to enjoy passed hors d’oeuvres, a cash bar and a variety of silent auction items. At 8:00pm, guests will begin to get in line to pay for their silent auction items. This means they will begin to arrive at your home shortly thereafter.

### 5) Do hosts usually attend the silent auction?

Yes. We encourage you and your spouse to come to the Club to mingle and of course to bid on auction items. If you are the winning bidder of an item, someone will contact you to make arrangements for the pick-up and payment of your item(s).

### 6) Is my dinner tax-deductible?

Yes. Most expenses incurred for your dinner are tax-deductible; please refer to your tax advisor for specific details. Keep all of your receipts.

### 7) When are the invitations mailed?

Invitations are mailed by LDCC in mid-September. Your guests will receive an insert card informing them that they have been invited to dinner in your home following the silent auction.

### 8) What do most hosts serve for dinner?

Dinners do not need to be elaborate. Sit down or buffet, catered or home-cooked, it’s your choice. Keep in mind that your guests will typically arrive after 8:00pm and will be ready to eat.

**9) Can I co-host a party with a friend?**

Absolutely! You can certainly ask a friend to join you in hosting a party. This would allow you to share the costs of the dinner and have some extra support in planning the night. You could also ask two friends if that works better. The goal is to make this a positive experience for you and your guests.

**10) Who keeps track of dinner RSVP's?**

All RSVP's will be mailed back to the Center. We will keep you posted on who is attending your party. Keep in mind that all guests must submit their RSVP card and payment to Lancaster Day Care Center. If a guest responds to you personally, please remind them to also return the response card and remit payment to the Center. We don't want anyone to be overlooked. Otherwise, they will arrive at LCC for the silent auction and not have a bidder number prepared.

**11) When is the actual event?**

Saturday, November 5<sup>th</sup> at the Lancaster Country Club.

**12) What is the deadline to submit my guest list?**

Please have your guest list completed by June 1, 2011. Your guest list should include the first and last name of the husband and wife, as well as the appropriate salutation, and their complete mailing address.

**13) Whom do I contact if I have questions or concerns?**

Please notify Nina Moragne, Director of Development, at the Center via email at [nina@LDCC.org](mailto:nina@LDCC.org) and by phone 392-7413 or 330-3098. Or contact Karen Mitchell, Hostess Chair, at [karenAmitchell@me.com](mailto:karenAmitchell@me.com) or by phone at 468 - 9601.

**14) Who should I give my guest list to?**

You can mail it: Lancaster Day Care Center, Attn.: Nina, 150 South Queen Street, Lancaster, PA 17603  
Or you can email it to [nina@LDCC.org](mailto:nina@LDCC.org)

Thank you for your interest in hosting a dinner for Night on the Town. This is Lancaster Day Care Center's single largest fundraising event – it could not be a success without the help and generosity of people like you.