

2024



PEP RALLY
LUNCHEON

PEP Foundation

First Annual Luncheon

Table Host Guide



Get Ready to Rally.

The Putnam Education Partnership (PEP) Foundation is excited to have your support as a table host for our first fundraising luncheon! We are thankful you have taken the next step in learning how to support the PEP foundation and meet the needs of Putnam County School System students!

Our organization was founded in 2004 and has since grown to manage the Backpack Program, Student Needs Fund, and Performing Arts Grants, each of which works to benefit **students experiencing poverty in the Putnam County School System.**

The PEP Foundation's mission is to **strengthen our Community by removing barriers to achievement for students in the Putnam County School System.** This mission can't be achieved without individuals and organizations **like you!** This is why we are asking you to **JOIN OUR TEAM** and help us recruit other like-minded individuals to come alongside us!

As a table host, we ask that you fill a table of 8 (including yourself) at our fundraising event, which will be held at **NOON on TUESDAY, April 9th, at THE RIVER COMMUNITY CHURCH.** This packet contains the tools you need to be a successful table host!

We hope you will accept our request and appreciate you taking the next step to learn more about PEP. Please join us and help us connect with like-minded people and organizations in our community! As always, you can learn more about The PEP Foundation at www.PEPTN.org.

Are you ready to Rally? If so, use the QR code below to join our team as a table host!

Sincerely,

Katelyn Steakley

Executive Director
Katelyn.steakley@pcsstn.com



or click here: [LINK](#)

What's Expected

- Fill a table of 8 for our event on April 9th
- Ask your guests to RSVP using the link below
- Send names and contact info of your guests to:
katelyn.steakley@pcsstn.com
- Meet at 11:30 the day of the event to greet those coming to your table.
- ENJOY THE EVENT.
- Bring donation envelopes from your table to us at the conclusion of the event!



Sharing with your guests

Use the QR code below to download a copy of our save the date by right-clicking or holding the image down and saving the photo to images. Include the save the date with your invitation. **To make it easy, below is a premade script to make inviting guests easy:**

***“I have agreed to host a table for the PEP Foundation’s first fundraiser!
The PEP RALLY Luncheon is on APRIL 9th at THE RIVER COMMUNITY CHURCH!*”**

***PEP works to support students in the Putnam County School System who are experiencing poverty. You can read about their work on their website:
PEPTN.ORG.”***

Will you join me?

If your guest **accepts** your invitation share this RSVP LINK with them to register with and enter your name when prompted
LINK TO RSVP:



or click here: [LINK](#)

Use this to download our save-the-date, and If a guest **declines**, encourage them to visit this link as well so they can learn more and potentially give online.
Link to PEP WEBSITE :



or click here: [LINK](#)

Contact Info:

Katelyn Steakley:
katelyn.steakley@pcsstn.com
931-267-6001

Heath Waters
heath.waters1@gmail.com

Important Dates and times:

Send invitations:

As soon as possible

Send a list of table guests to PEP with contact info:

March 30th

ON APRIL 9th

Show up: 11:30

Table host responsibilities:

- greet table guests
- collect envelopes at the end of the event and return them to the registration table.

Thank you!!

We appreciate you joining our team and serving as a table host!

Get Ready to Rally!