



6th Annual
A Teal Soiree
A Dining by Design Event

Designers, Caterers, Event Planners, Florists and all Creative People!

Join Cheryl Shackelford Foundation (CSF) in raising awareness of ovarian cancer by donating your time, talent and resources as a table designer at *A Teal Soiree 2010*. Let your imagination go wild as you create a unique table environment.

Our event date is Saturday, September 11, 2010 at the JW Marriott Denver at Cherry Creek, 150 Clayton Lane, Denver. Details for table set-up and take-down times will be communicated to you as soon as they are finalized, however all tables will need to be set up by 3:00PM in order for event staff to begin their work.

Please know that your table settings will **not** be used. The food will be plated and your china/glassware (if you choose to use them) will be removed for dinner. We ask that you **not** include silverware in the setting, so patrons won't accidentally use it.

If you would like to participate, please fill out the enclosed designer form and return it by Friday, August 27, 2010. If you have any questions, please contact Jessica Adler or Julie Krager. Also, we encourage you to visit the CSF website at www.csfovarian.org to learn more about ovarian cancer and to view photos from previous years' events.

Thank you for your support!



"Earthy Elements" table designed by T'DA Design (2009); "Mexican Fiesta" table designed by Leslie Sabey & Carrie Napolilli (2009)

TABLE DESIGNER FORM

1. Contact Information:

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

LIST OF PEOPLE DESIGNING/SETTING UP THE TABLE: _____

2. **Table Design:** Two table sizes are available for your design: 5' or 6' rounds. Guest seating will be 8 or 10 depending on the table size. Also, please let us know if you plan to use any over-sized items as part of your design (i.e. tent, extra-tall centerpiece, etc.) so that we may plan seating arrangements accordingly.

TABLE THEME: _____

TABLE SIZE PREFERENCE: _____

COLORS: _____

DO YOU PLAN TO DECORATE THE CHAIRS? _____

DO YOU PLAN TO USE ANY OVER-SIZED OBJECTS? _____

3. **Title of Table:** This is how the table will be listed in the event program and on table signage (i.e. "Jungle Drums").

TABLE TITLE: _____

4. Important Information:

- You will need to return at the end of the evening to retrieve and pack your table design materials (china, glassware, etc.). If you need to make other arrangements, please notify event contacts Jessica Adler or Julie Krager.
- Remember, any china or glassware used as part of your table décor will be removed by the banquet staff prior to dinner service. Chargers will be left on the tables with your permission.
- Please understand that you are donating the materials needed for completing the table design and the time needed to set it up. It is your responsibility to determine the value of your donation. CSF will provide you a form for tax purposes.
- **Disclaimer: Cheryl Shackelford Foundation is not responsible for damage to any items used on tablescares. All items are the responsibility of the designer.**
- Cheryl Shackelford Foundation is a 501(c)(3) non-profit organization.

Please send completed forms to: Julie Krager, 1576 S. Catawba Circle, Aurora, CO 80018

EVENT CONTACTS: Jessica Adler, (720)394-0282, jessica.adler@comcast.net
Julie Krager, (303) 344-5616, juliekkramer@earthlink.net