



7th 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 2011*. Let your imagination go wild as you create a unique table environment!

The event date is **Saturday, September 24, 2011** at the Cable Center, 2000 Buchtel Boulevard, Denver. Details for table set-up and take-down times are still being finalized and will be communicated to you as the date gets closer.

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 please do **not** include silverware in the setting.

If you would like to participate, please fill out the enclosed designer form and return it by Friday, September 9, 2011. 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](http://www.csfovarian.org) to learn more about ovarian cancer and to view photos from previous years' events.

Thank you for your support!



2010 Tables: "Western Flair" (left) designed by Julie Krager; "Simply Succulents" (center) designed by Sweet Pea Flowers and JW Marriott; "Authentic Autumn" (right) designed by Statice Floral Design and JA Special Events & Weddings

## 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. Charger plates 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](mailto:jessica.adler@comcast.net)  
Julie Krager, (303) 344-5616, [juliekkramer@earthlink.net](mailto:juliekkramer@earthlink.net)