



TABLE CAPTAIN MANUAL

STOREFRONT MANITOBA'S TABLE FOR 1200 – MAY 25, 2024

ALL TABLE CAPTAINS: PLEASE READ THROUGH THIS DOCUMENT THOROUGHLY

DEFINITIONS

CORPORATE/FULL TABLES - all the seats are filled in the same purchase (i.e. an organization, business, or individual bought all 8 seats and is responsible for filling all those seats. One person from the table is to be designated as Table Captain.

INDIVIDUAL TICKET BUYERS - people who have purchased up to 6 seats together and will be assigned to tables with a Table Captain.

EVENT DAY SCHEDULE AT A GLANCE:

12 PM	LOCATION ANNOUNCED BY EMAIL
10 AM-2 PM	EVENT INFRASTRUCTURE BEING INSTALLED ON SITE
2 PM-4:30 PM	TABLE CAPTAINS ALLOWED TO ARRIVE FOR SET UP
4:30 PM	BAR OPENS AND GUESTS BEGIN TO ARRIVE
6 PM	DINNER IS SERVED
9 PM	BARS CLOSE
9-10:30PM	TABLE CLEAN UP

SUMMARY OF TABLE CAPTAIN RESPONSIBILITIES (more details in following pages):

- Attend **Table Captain orientation** (in person or on zoom) if this is your first time being a Table Captain (dates will be emailed closer to event)
- **Provide Table Décor and Set Up Table** before event begins
- **Host guests** assigned to your table (provide info like washrooms, emergency procedures, etc.)
- **Clean up Table** after event

SETTING UP DÉCOR, DISHES ETC:

1. Table Captains are responsible for bringing/providing:

- Non-disposable **linen napkins** for each guest – any colour.
- **Additional décor** – see design brief at end of this document for dimensions and guidelines.
- Tables must sit directly on the ground ie. cannot be elevated on anything.
- Cannot include external structures that restrict it from being moved in the same motion as the table, if required. We sometimes block intersections with our event and we need to be able to clear them quickly for emergency vehicles if necessary.

2. Already set up before you arrive:

- 8' Table
- 8 white folding chair **Table Captains may provide own chairs – please let us know in advance**

3. Table Captains to pick up at central location at event and set up at your table:

- 1 white tablecloth **Table Captains may provide their own on top of white tablecloth**
- Dishware and glassware for 8
- Pitchers for water
- Event programs for guests

12 PM

LOCATION ANNOUNCED

We will send you an email including 1) the event location, 2) your table number and 3) a sitemap for reference.

If you are a Table Captain for a table filled with individual ticket buyers (ie, all the seats are NOT filled by your own guests), you will also be provided with 4) a list of guests and their contact details.

Contact all guests before 2 PM – you will be given their email address and cell number. If you email, ask them to respond that they have received your email. If you have not heard from them in two hours, phone them. If you can't get a hold of any one of your guests by 4:00 PM, call Sarah Kirkpatrick, Event Manager at (204) 995-5811.

All Table Captains are responsible for communicating the following info to their guests (feel free to copy and paste into an email):

CONTACT INFO:

- Ensure guests have your **email and cell number** in case they need to contact you.

DRESS CODE:

- Items of clothing should be **white and/or black with fuchsia** (pink) accents.
- Remind guests to **dress for the weather** – warm clothes and rain gear as necessary.
- Clear, plastic ponchos are often available at Dollorama or other inexpensive stores
- Colourful, inventive, outrageous umbrellas are highly encouraged
- More likely, bring sunscreen!

ATTENDANCE:

- **Confirm all the seats will be filled**, rain or shine
- If guests are unable to attend for any reason, they are responsible for finding an alternate guest to fill the seat (you can offer to do this for them if you wish) - no refunds will be given but all seats must be filled.

BEVERAGE PURCHASES:

- **Only credit/debit cards** are accepted for bar sales. We are going cashless!
- Bar gratuity is not included (meal gratuity is included in ticket price).
- NO outside food or drink allowed on site.

Premium Sparkling Wine	\$75	Beer	\$8
Red wine	\$45	Kombucha	\$8
White wine	\$45	Nifty	\$5
Rosé wine	\$45		

ADDITIONAL INFO:

- The event will proceed rain or shine.
- **Guests are allowed to arrive anytime after 4:30pm.**
- Encourage guests to use public transport/taxi/carpool/bicycle to arrive at the event in order to avoid parking issues/congestion on site. There will also be a bike jam starting at the Forks and a complimentary bike valet will be available for parking.

10AM – 2PM

EVENT INFRASTRUCTURE ARRIVES ON SITE

ONLY event organizers, set-up volunteers and delivery personnel will be allowed onsite. If you arrive before 2:00, you will be asked to leave or help us move tables and chairs!

DO NOT DROP OFF MATERIALS, DO NOT DRIVE PAST. We can only set up tables, tents and the bars in time for the event if we have sufficient room to do so.

2PM – 4:30PM

TABLE CAPTAINS ARRIVE FOR SET UP

Table Captains and individuals assisting in set-up may arrive on site. If you have a lot of stuff, drop it off and then move your vehicle IMMEDIATELY. There is not enough room for parked vehicles and you WILL be towed. You may have to walk a distance from your car to your table, so plan accordingly.

In order to save time and steps, it is highly recommended that you bring large Rubbermaid-type containers and have another person assist you with heavy items – find another Table Captain near you and do it together! If you have access to a small hand cart (“dolly”) or wagon you won’t regret bringing it. Please be willing to share and work together, the faster everyone gets their items to their tables, the sooner we can relax and enjoy the evening!

- Tables and chairs will be set in place with table numbers prior to you arriving on site.
- Tablecloth, dishware, glassware, cutlery, programs and water will be stacked on your table for you to put out.
- Set the table, install table décor and secure/weigh down all items so they do not fly away.

Table Captains should act as a steward/host for table guests. Ensure they know where the toilets and bars are and have a great evening!

- NO food or alcoholic beverages are allowed outside of the event perimeter, which is clearly marked by fencing and security
- Bottles of beer and/or wine that are not fully consumed must be left at the event site
- Bartenders and servers follow Serve it Safe certification requirements and reserve the right to:
 - Ask for ID from anyone who appears to be 25 years or younger
 - Stop serving/selling alcohol to anyone who appears to be intoxicated
 - Stop serving/selling alcohol to anyone who appears to be purchasing/providing alcohol for any guest who appears to be intoxicated
- Event organizers and security reserve the right to remove anyone from the event who is not following the rules, is intoxicated or disruptive

*******No outside alcohol is permitted on site*******

If any alcohol is discovered it will be confiscated, security will dump it out and identify the table/individual responsible to event organizers. We don't want to kill anyone's fun but these rules are 100% because of the event permits we are required to have. If any unauthorized alcohol is seen/confiscated by inspectors, the event could be at risk in the future. No one wants to be the person responsible for that!

Smoking of cigarettes and e-cigarettes are not permitted inside event perimeter or within 10 meters of the event perimeter.

Please ensure all your table guests are aware of these rules.

- Our chefs create a menu focused on fresh, local ingredients. At least 2/3 of the dishes are meat-free. Vegans can be accommodated, if **identified by May 18**.
- The meal is served family-style so our chefs are careful to plan the menu to accommodate as many dietary restrictions/preferences as possible.
- All food is completely nut free and the majority of the dishes are gluten and dairy free.
- Food is prepared in facility that contains nuts, gluten & dairy but chefs are careful of cross contamination
- If you have a severe allergy, dine at your own risk.
- Because of the nature of the event, the number of people we serve in a short time and the pop-up kitchen we use, we cannot accommodate any additional dietary requests on-site.
- Water will be the only non-alcoholic beverage available and will be provided at the table by your servers. Sparkling water is available for purchase at the bars.
- **BARS CLOSE at 9pm**

Take Pride Winnipeg! Make sure you leave your space exactly how you found it.

- Clear your table of garbage and recyclables.
- Return dishes, glassware, cutlery and tablecloth to location where you took them.
- There will be recycling and garbage bins available.
- Please take all of your table décor with you.

SAFETY PLAN

- Be familiar with the site plan, the designated fire lanes and the emergency plan.
- Ensure table set-up doesn't encroach onto any designated fire lanes.
- Implement emergency plan if necessary:
 - Direct guests on when and how to remove their tables
 - Ensure their guests are removed from the situation in a safe and orderly manner.
 - Act as the main point of contact for their table guests.
 - Communicate on behalf of their table to the Event Manager directly
- **Event Managers will act as the single point of contact in the case of an emergency.**

CONTACT INFO

Sarah Kirkpatrick and Carly Savoie, Event Managers table@storefrontmb.ca (204) 995-5811

Contact for: General event questions prior to event day, answers on event day and emergencies.

Jaya Beange, SFMB Executive Director jaya@storefrontmb.ca

Contact for: Information on Storefront Manitoba and what fundraised dollars go to support, as well as info on design competition winners and prizes.

LOOKING FORWARD TO CELEBRATING WITH ALL OF YOU ON MAY 25!

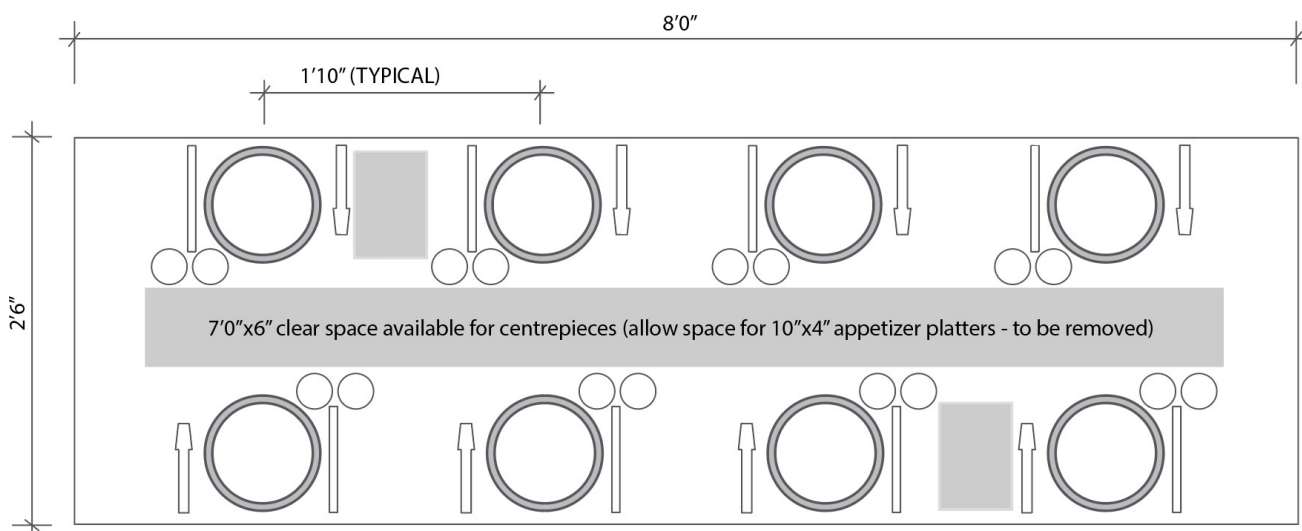
Storefront's Table for 1200

TABLE DESIGN COMPETITION DETAILS

- Please keep in mind your installations may be photographed and published as part of the event post-promotion. Be creative and have fun!
- **Cash prizes for top 3 winning entries.**

TABLE DIMENSIONS:

- The table plan shows the spaces designated for plates, glassware, and servingware. These items will be provided on site, but you must accommodate for their placement when laying out your table.



WHAT IS PROVIDED:

- Plates, Knife, Fork, Water Glass, Wine Glass, Programs, 1 Water bottle, 1 White Tablecloth, 8 foldable, padded white chairs

WHAT TO CONSIDER WHEN DESIGNING YOUR TABLE:

- **Adopt a theme.** Consider incorporating some of the following: lighting, flowers, centerpieces, place cards, napkin rings, runners, placemats, trimmings, charger plates, carafes, textures, colours, patterns, contrasts, hierarchy, theme, playfulness, whimsy. Be creative in how you use the space under, around, between, and above the required table elements.

**Note: To comply with permit requirements, any décor you include must be moveable in the same motion as table.*

SERVING:

- Please ensure that you allow space for servers to place the food trays/dishes.

SIGHT/REACH:

- We would like guests to be able to see one another! Please ensure any elements added to table do not obstruct eye level contact amongst guests. Also, make sure guests can pass items across table!

GREEN:

- Our intent is to keep the event eco-friendly. Any items brought to the site must be taken away by the Table Captains. No materials that would contribute to landfill sites are permitted! All materials must either be re-usable or compostable.

WIND:

- The event is outdoors! Please bear this in mind when planning accessories for your table. We don't want the decor blowing away... Make sure that none of your elements are light enough to blow away (or that they are weighted down immediately with other elements). Take special care to ensure that in laying your base tablecloth it is weighted down (either with corner clips or with settings).

WATER:

- The event is drizzle or shine! Make sure your decor can withstand the elements!

HEALTH + SAFETY:

- Candlelight adds elegance to any dinner, but we want to avoid fire hazards! In considering lighting elements, please work with solar/battery operated solutions (no cords). Also, please do not bring additional edible items to your table due to health regulations. If providing any organic decor, please confirm amongst your party of eight that no one is allergic to these items. Finally, when staging the tables, the dinner plates must be kept face down until dinner is served (for health and safety).

NOTE:

- Layout may not be in one continuous line - if you purchase multiple tables, they will be placed near each other but may or may not be touching. Please ensure your design doesn't require this continuity.

