



First Ladies'
Luncheon

We are thrilled that you are participating in the First Ladies' Luncheon TableScapes for the United Way of West Tennessee on Thursday, April 12th, 2018. We wanted to write to give you the details for the event.

Table Setting Details (Does Not Apply to Pre-Decorated Tables):

- You will need to bring a table cloth, napkins, dinner plate or charger, and centerpiece.
- The table is a 60" round table and will seat 8.
- Silverware and glassware will be provided.
- Lunch will be served on a clear dish that will be placed on top of your dinner plate or charger.
- There will be a floor length, ecru colored tablecloth already on all the tables to serve as a base. Your table cloth will go over the base cloth and can be of any length, shape or color.

Setup Information:

- Wednesday, April 11th from 10:00 a.m. to 6:00 p.m. will be available for decorating your table. At 6:00 p.m. the fairgrounds building will be locked and a security guard will be in place to protect your table settings.
- Thursday, April 12th from 9:00 a.m. to 10:30 a.m. will be available so you may decorate and/or place the finishing touches to your table.
- All tables need to be completely decorated by 10:30 a.m. the day of the event. Any undecorated tables at that time will be given basic decorations by United Way staff.

April 12th Event Details:

- The luncheon will be held at the Jackson Fairgrounds located at 800 South Highland Avenue in Jackson, TN.
- The doors will open at 11:00 a.m. for the table preview to begin.
- The program will start promptly at noon with entertainment and lunch. Our Keynote Speaker this year is Caty Davis, Miss Tennessee 2017.

If you have any questions please call Anita Kay Archer at (731) 660-8000 or (731) 267-5072 or Erika Dean at the United Way office at (731) 422-1816. Thank you again for your generosity and support.

Sincerely,



Anita Kay Archer



**United Way
of West Tennessee**