



Reserved Table Guidelines

1. The “Table Captain” is the only one who can pick up your table location and have it released for the group (this is the person that purchased the table). Please have a photo ID available when you go to the Reserved Table booth (which will be located on the left side of pre-function area outside of the ballroom – once you go through security).
2. If you want to have your table named (i.e. Cindy’s 30th Birthday, Miss Prim’s Sunday School Class) please send an email to events@carolinarain.org by **Friday, November 5th**. If not, then your table will be labeled with the name of the person that purchased it.
3. You may decorate your table any way you choose, but the following are **NOT** allowed:
 - a. Helium Balloons – this is a guideline from the Convention Center because who wants to scale the rafters to get your lost balloon?!
 - b. Confetti or Glitter – this is also a guideline from the Convention Center because if the vacuum can’t pick it up then why have it?!
 - c. Large Centerpieces – they block others from viewing the performances and distract the BVDs (like shiny objects to a cat). *Please be respectful as this has truly been an issue in years past.*
4. You will be able to access the Richardson Ballroom between 2:00 PM and 3:30 PM to decorate (if you want to do it early). When you arrive please find the Reserved Table booth to find your table location. We suggest that it just be two to three people helping you. You will need to exit the ballroom *no later than 4:00 PM* so we can make final preparations.
5. You can pre-order an array of amazing and delicious hot hors d'ouvres/sweet treats that can be either placed at your table or picked when you arrive (**orders must be placed by Thursday, November 4th**). To pre-order food please go to www.gaybingoctl.org/food (taxes and gratuity are included in price).
 - a. A full cash bar will be available including signature cocktails from Tito’s Vodka. **No outside food or drink is allowed.**
6. The sky is the limit when it comes to your decorating ideas but please remember nothing that is offensive or obscene and *NO GLITTER & CONFETTI*.

Saturday, November 13th

BVD Reception 5:00 PM

Ballroom Doors Open 6:00 PM

Show Begins 7:00 PM

Charlotte Convention Center Richardson Ballroom

501 S. College Street, Uptown Charlotte

www.gaybingoctl.org