

National Cowgirl Museum and Hall of Fame

39th Annual Induction Luncheon

Table Designer Guidelines

*******PLEASE NOTE GUIDELINES*******

- ✓ **Set Up:** Designers will be able to start setting up on **Wednesday, October 22, 2014, beginning @ 12 Noon and ending at 7:00 P.M.** All table designs must be completed by 7:00 p.m. on Wednesday. There will be no designing Wednesday morning, unless you make prior arrangements with Emmy Lou Prescott. **If you are planning to purchase a ticket and attend the Induction Luncheon, and must sit at the table you designed, please let us know well in advance so accommodations can be made.**

- ✓ **Parking:** Will be discussed closer to the luncheon.

- ✓ **Dismantle:** You should be ready to dismantle your table at **2:30 p.m. and have everything removed by 5:00 p.m. on Thursday, October 23, 2014.** **The Museum will not be responsible for any items left on the tables after 5:00 p.m.**

- ✓ **Table and Chair Specifics:**
 - **Tables:** The tables of 10 are **60 inch rounds**. From the edge of the table to the floor is **30 inches**. This is important for tablecloth size!
 - **Chairs:** The size of the backs of the chairs are 17 ½ inches across by 14 ½ inches down from the top of the chair to seat. The chair is 30 ½ inches tall from base of leg to the top of seat. **Please do not bring chairs.**
 - We will provide one **120 inch black tablecloth** for each table, which will reach to the floor. You may provide your own tablecloth or overlay in addition to your centerpiece.
 - **We will supply all tableware including silverware, crystal, napkins and china.**

- ✓ **Decoration Do's and Don'ts:**
 - **ALL TABLE DECORATIONS SHOULD HAVE A WESTERN THEME OR A TOUCH OF WESTERN IN THE DESIGN.**
 - **No hay, candles or leaves can be used in your table design. However artificial hay or leaves will be acceptable.**
 - **NO CHARGERS, DISHES, BALLOONS**
 - **The centerpiece should be designed so that one can see OVER, THROUGH, OR UNDER it.** If your table design is too high or too large, you will be given a table on the perimeter and toward the back of the room.
 - The centerpiece should be **sturdy and secure.**
 - Chair backs and slipcovers are acceptable.
 - If you would like to add favors for guests to take with them, please make signage letting the guests know this.

- ✓ **Supplies:**
 - **You should bring dollies or carts to haul** your items to the Round Up Inn.
 - You should bring necessary **tools** to design the tables (i.e. scissors, tape, hand held vacuum cleaners, glue guns, etc.)

ANY QUESTIONS PLEASE CALL
EMMY LOU PRESCOTT 817-509-8965 OR EMMYLOU@COWGIRL.NET