

## EUGENE PUBLIC LIBRARY FOUNDATION

100 West 10th Avenue, Suite 317

Eugene, OR 97401

(541) 338-7018 | [eplfoundation.org](http://eplfoundation.org)

# VIRTUAL IMAGINATION LIBRARY LUNCHEON

## Table Host Information

Thank you for purchasing an e-table for the Virtual Imagination Library Luncheon! We are excited to host you and up to 10 guests (or 5 if you are co-hosting with a friend).

***A reminder that your entire table fee is tax deductible this year!***

**We want to keep it short and sweet!** The online event will be from approximately 11:45am to 12:45pm. Technology information is available below, and we can help you get set up if you need.

Your guests will join you in a personal breakout room during the luncheon. Don't worry, we will place you in the breakout rooms - you and your guests will just sit back and enjoy the event.

During one of the breakout sessions, we will be encouraging people to fill out pledge cards (either physical or online). Your guests will see your commitment to early literacy as an example to follow! We hope the program will inspire you and your guests as we are inspired every day.

This is a wonderful way for you to share your love of early literacy and build support of the Imagination Library with your network! *Please let us know if you would like help filling your table.*

## WHAT WE NEED FROM YOU

We will need the first and last names of your invited guests by Sunday, September 20th. You may either submit through [this form](#) or email guest information to [info@eplfoundation.org](mailto:info@eplfoundation.org). If you prefer to have your guests register themselves for your table, you can share that [form](#) with them.

If you need to change guest information after this, please call (541) 338-7018. *It is helpful to have people's Zoom display the same as the name on your registration information.*

## INVITING YOUR GUESTS

We included a graphic for you to share with your invited guests and use for social media. If you would like to share the full invitation, here is a [link to the electronic version for guests](#).

We are also able to mail invitations and pledge cards directly to your guests if you provide addresses or provide a package of invitations and pledges for you to distribute. If you would like to arrange for physical invitations, please email [info@eplfoundation.org](mailto:info@eplfoundation.org) by 9/15.

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# VIRTUAL IMAGINATION LIBRARY LUNCHEON

We will be sending the Zoom link and passwords to table hosts and individuals who are registered on Monday, September 21st. You will share this with your guests unless you provide email addresses with your guest names and we can send directly.

[Here is a link you can share if you think someone would be interested in hosting their own table.](#)

## RECAP OF KEY DATES

9/15 Request for physical guest invites due to [info@epfoundation.org](mailto:info@epfoundation.org) (if applicable)

9/20 Guest Names due via [this form](#) or to [info@epfoundation.org](mailto:info@epfoundation.org)

9/21 Invitation Link sent out to Tables Hosts and Individual Ticket Buyers

9/23 Last Day for Technical Support

9/24 Luncheon! Room opens at 11, please join by 11:30! Program 11:45-12:45pm

## TECHNOLOGY

A **Zoom link** and **password** will be emailed to all registered guests by **Monday, September 21st**. Registrations submitted after that point will receive the link following registration.

You are able to join the event either by downloading the **Zoom** application or through visiting [zoom.us/join](https://zoom.us/join) in your browser and entering in the meeting information.

The event room will open at **11:00am**. Please join by **11:30am** to start on time at **11:45am**.

To attend the event, you will be able to use a computer, smart device (such as a tablet, iPad, or smartphone), or call in on a landline.

It is helpful to have your Zoom display the same as the name on your registration information.

If you or your guests need support with Zoom prior to the event, please call (541) 338-7018 or email [info@epfoundation.org](mailto:info@epfoundation.org). We will be able to help with Zoom tests prior to the day of the event.

*Closed captions will be available to all.*

**For technical support the day of the event, please call (541) 338-7018.**