



## *Celebrity Waiter Overview*

Welcome to the notorious Celebrity Waiter team!! It is the celebrity waiter that distinguishes Raisin' the Roof from the typical dinner and a band fundraising gala. **You ARE** the main event and the talk of the town for months afterward every year. And the best part? You will have a blast doing it! Thank you so much for helping to make Raisin' the Roof the BEST party in town!

### **What is Raisin' the Roof (RTR)?**

Raisin' the Roof is Longview Habitat for Humanity's annual fundraising gala and has been held in Longview for 15 years. It is a big ole' party! There is not a theme; there are one hundred themes! And, each is provided by Celebrity Waiters. The evening includes dinner, dancing, a full bar and silent auction. The main entertainment is the elaborate costuming and themes provided by the celebrity waiters.

### **The Goal**

**Our fundraising goal is to net 100% of the funds required to build one Habitat home (typically \$80,000.00).**

### **RTR Support Team**

La Juan Hollis – LHFH Exec. Director  
903-236-0900 ext. 202 OR 903-520-0996  
[LHollis@longviewhabitat.org](mailto:LHollis@longviewhabitat.org)

Elizabeth Smith – RTR Event Chair & Logistics Coordinator  
903-235-6976 (cell) or 903-757-2713 (Central Title)  
[elizabeth.smith@centraltitleco.com](mailto:elizabeth.smith@centraltitleco.com)

Jeannie Hurst – LHFH Administrative Manager & RTR Tickets and Tables Sales  
903-236-0900 ext. 204  
[jhurst@longviewhabitat.org](mailto:jhurst@longviewhabitat.org)

Cheryl Webb – LHFH Family Services Coordinator & Silent Auction and Tips Coordinator  
903-236-0900 ext. 201  
[CWebb@longviewhabitat.org](mailto:CWebb@longviewhabitat.org)

Keddrick Johnson – Serve 'em Up Mobile Bar / Bar Service and Bartender Coordination  
903-431-3573  
[Realthang024@aol.com](mailto:Realthang024@aol.com)

## The Role of the Celebrity Waiter

The Celebrity Waiter volunteers to develop a theme and provide the decorations, costuming, and wait service for his or her table(s) and guests. You may have up to three waiters per table. If you would like to bring a larger waiter group, we will happily assign your group additional tables.

## Table Theme & Costuming

The theme and costuming may be as elaborate or as simple as you wish. It can be wacky, sophisticated or anywhere in between. The only limit is your imagination! Costuming is encouraged but not required.

***\*You may choose to keep your theme a surprise or share it with our staff.***

*Some guests like to dress to match the table theme. Some Celebrity Waiter teams prefer not to duplicate themes. We are happy to share your theme with your guests or inform you if your theme has also been chosen by another waiter team. However, we cannot guarantee that guests will dress according to theme or that themes will not be duplicated.*

## The Table

Prepare to decorate 1- 60” or 72” round table and serve 8-10 guests, per 3 waiters. You will provide the table covering & all decorations. The caterer provides all food, drink, dishware & cutlery. ***\*We will inform you as soon as your table is sold or assigned concerning table size and makeup (unless you are selling your own table or representing your company’s table).***

A few tips:

- Tip Jar - Include a tip jar in your décor plans. The People’s Choice award is based on tip totals.
- Electricity - We cannot guarantee easy access to an electrical outlet and for safety reasons, cannot allow long lengths of extension cords across traffic areas.
- No open flames
- No outside alcoholic beverages may be provided, or consumed tableside.
- If you are planning a more elaborate theme that includes off-table props, etc., please discuss your plan with our Logistics Coordinator, Elizabeth Smith. We will do our very best to accommodate your needs.

## Raisin’ the Roof Guests

Your table may be filled by a corporate, civic, a friend group, OR it may be filled by individuals that purchased smaller numbers of tickets and have been grouped together by our planners. Whatever the makeup, please help your guests feel comfortable, participate in all the event activities, & have a great experience.

## Celebrity Waiter Awards

Your costume, theme, & fun-meter will be evaluated by a group of judges that evening. Award categories include:

- Flyin’ Solo –Most Creative Single Table ( 1 table)
- Double Trouble – Most Creative 2 Table Grouping
- All My Rowdy Friends – Most Creative 3 or more Table Grouping (2 or more tables)
- Garcon of Greatness ( Waiter of the Year - Male )
- Hostess with the Mostess (Waitress of the Year- Female)
- Dynamic Duo( Waiter Team of the Year – 2 Waiters per table)
- Dream Team of Delight ( Waiter Team of the Year - 3 or more waiters per table)
- Rookie of The Year ( First year waiters only- individual or team)
- People’s Choice Award ( Individual or team that receives the most tips)

## Waiter Info Needed

- **Waiver** - All waiters must sign a 2017 Volunteer Liability Waiver to participate in any LHFH event. **Deadline January 31.**
- **Pic & Bio** - Please provide the office with a picture of you or waiter team and a two-sentence bio, greeting, etc. for our electronic program. Waiter info will be featured on the “big screen” throughout the event and on our Facebook pages and website pre- and post-event. **Deadline - January 31**

- **Teams, Themes and Table placement** - See Elizabeth Smith immediately to discuss specific requests/plans for table placement, shared themes with other tables, waiter teams.

## Event Night

### Waiter Preparation

- **Tables must be set and ready to go by 3:30pm on February 18th.**
  - Maude Cobb will be open Friday 3-5pm and 9:00am-3:30pm on Saturday
- **A waiter dinner and final details meeting will be held at 5:00 pm on Feb 18** at Maude Cobb in the Robbins Room. All waiters need to attend.
- **Please be in place and ready to greet guests by 5:50 pm.** You may position your team at the table or near the door to greet, direct, and escort guests. If waiting solo, guests will be escorted to your table by volunteers.

### Cocktail Hour

**Doors open promptly at 6:00pm for cocktails.** We offer a full bar with TABC licensed bar tenders. Please encourage guests to drink responsibly. If you observe a guest that has been over-served, please stop alcohol service to the individual. LHFH will arrange transportation for any guest that may not be able to drive safely. A posting of local cab service numbers is at the bar. Longview Police Officers are on site to provide security and offer assistance, if needed. Immediately summon a LHFH staff member or Keddrick Johnson, Serve 'em Mobile Bar should a guest become argumentative concerning the suspension of alcohol service.

### Dinner

**A dinner buffet is served from 6:30- 7:45 p.m.** Guests may serve themselves or may request that you serve them tableside. Beverages include iced tea, water, and a full bar.

### Entertainment

Boogie Butts Productions will provide a DJ and dance music all night. A lighted dance floor is available.

### Silent Auction

The silent auction opens at 6:00pm and ends promptly at 8:30 p.m. Encourage your guests to visit frequently and bid often! Auction items will be available for pickup and payment at 9:00pm in the Killingsworth Room. We accept Cash, checks, MC, VISA and Discover.

### Tipping

Guests are encouraged to “tip their waiter.” Tips add to our fundraising totals and the waiter/waiter team with the most tips at the close of the evening will win the coveted People’s Choice Award. We accept cash, or checks in the tip jars. **Tips close at 9:00pm. Waiters should bring their tip jars to the counters in the Robbins room by 9:10.**

### Post Event

The event ends at 10:00pm. **You may break down your table and clean up beginning at 9:55 OR return before noon the following day to break down.** However; please clear your table of all trash and food items that evening.