**TH230 Unit 4 Assignment**

Name: Date of submission:

**Charity:**

**Event:** Charity Anniversary Banquet

**Guest of honor** (celebrity of choice and explanation as to why chosen):

**Date of event:**

**Guests:** 300 attendees.

**Location and venue:** (your choice)

**Promotional Flyer:** (insert your verbiage here)

**Tweet for event promotion** (total of 280 characters which includes spaces)**:**

**The Registration Process:** (add space as necessary)

**Seating for head table** (provide a diagram delineating who each person is [only their type—host, guest of honor, director, etc.]):

**Seating Setup Style** (Stipulate the criteria determining the table proximity for each attendee — who will sit closest to the head table and why):