

## Sponsoring and Hosting A

# Faculty Appreciation Dinner



This is a great opportunity to have a positive influence on faculty, involve students, talk about Christ, and meet professors who may want to be a part of Faculty Commons.

### Overview:

This is a very encouraging form of outreach to faculty on your campus. You involve undergraduate students to invite a favorite faculty that they have had to attend a free Faculty Appreciation Dinner in their honor. You equip the students with instructions and materials (see Appendices A-C) to invite them to this special event.

### Suggested Venue:

Line up the dinner on campus in the Student Center or neutral location close to campus. Plan on an hour and a half, a suggested time is 5:30 – 7:00pm.

### Suggested Schedule:

1. Organizers come 30-60 minutes early to set-up and pray for the event.

Set-up includes a registration table outside or just inside the venue door with pre-printed name tags, possible table decorations with comment cards and pens, and a table for guest to pick-up their free book after the event.

2. Begin sign in as people arrive and have greeters welcome them with buffet and seating instructions.
3. Have guests go through the buffet as they enter.
4. Around 5:45 M.C. welcomes everyone and shares who is hosting the event (just in case they didn't see an invitation). Thank people for coming. Have everyone introduce themselves around their table. Then cue students at each table to talk about the professor they invited.
5. Students each take 3 minutes to share what their professor has meant to them. Shower them with gratitude. MC wraps it up by having two or three share with the whole group about their guest (arrange with students before the event).

6. M.C. introduces the speaker. The speaker could be a Christian faculty member that speaks about 20 minutes on something relevant to fellow faculty members (How they got involved in teaching, dealing with cheaters, being creative in the classroom, faith and science,

etc. The speaker should include how their faith in Christ is relevant to their life.

7. M.C. thanks the speaker and shows appreciation for guests attending. Do a fish bowl drawing from the names of faculty attending. Give away 4 - \$50 gift cards. M.C. has everyone fill out a comment card (see Appendix D). Leave them on the tables.
8. M.C. dismisses everyone with the offer of a free "Case for Christ" book as people leave. Allow for people to hang out and talk afterwards.

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If there are fellow Christian faculty on your campus, invite them to join in the dinner or even assist.

Encourage students to drop in on their guest professors in the next two weeks. They should ask two questions:

1. What did you think of the event?
2. Do you mind if I ask what your spiritual journey has been?

Have students pray for an opportunity to share their story too.

## Appendix A – Sample Student Information Sheet



Our dream is to reach the whole campus,  
students and professors, with the gospel of Jesus Christ.

**You can help by honoring the professor  
who has inspired you the most.**

This event is being sponsored by Cru, Faculty Commons, and the Christian Faculty Staff Network. It is designed to encourage faculty at NC State and Meredith. A free sit-down dinner will be served for both the guest faculty and their student sponsor. There will be a brief address by a professor challenging faculty guests to consider the relevancy of Christ.

**The Faculty Appreciation Dinner  
will take place  
Wednesday, March 6, 2024  
from 5:30 – 7:30 pm in the  
Mountains Ballroom,  
Talley Student Union**

The bulk of the time will focus on the thanking the guest professors who have inspired inviting students. Each student will have about 3-5 minutes to share around their table why they appreciate their faculty guest(s) and what they did to inspire or encourage them. They will be recognized before other students, invited guest faculty and other faculty members who are active in the Christian Faculty Staff Network. In addition a free copy of *The Case for Christ* will be made available to all faculty guests who attend.

As a student, you play a key role in making this event a reality. We are asking you to invite your favorite professor/faculty member, to be their personal host, sit with them and be prepared to share in 3-5 minutes why you invited them and how they have encouraged and inspired you.

We recommend you invite a professor you had in a previous semester rather than one from a class you are currently enrolled in.

### Your checklist:

- Pick up some invitations.
- Fill out the RSVP card with your name, phone & email to give with invite.
- Confirm you and your professor will attend with Mike Mehaffie by March 3rd.  
([michael.mehaffie@cru.org](mailto:michael.mehaffie@cru.org))
- Prepare your 3-5 minute appreciation to share at the dinner with your professor.
- Remind your professor March 3rd that you are looking forward having dinner with them on Wednesday, March 6th.
- Trust God for a great event in the life of your professor. Pray for God to work.
- Visit with your professor a week after the event and ask them what they thought of the dinner. Ask them where they are on their spiritual journey and listen. Share your story if possible.

Please let Mike Mehaffie know no later than March 3rd if you and your faculty guest can attend. You can email Mike at [michael.mehaffie@cru.org](mailto:michael.mehaffie@cru.org) to register your attendance. Be sure to include your name and the name of the faculty member who will be attending. It would also be great to include their department. Mike's cell phone is 919-539-3039

Front Cover

The open dimensions of the Faculty Appreciation Dinner invitation are 5.5" x 8.5". It prints on 65# cover stock and scores and folds to 5.5" x 4.25".

Pictured on this page is a sample of the outside of the invitation. On page two of Appendix B is the inside.



Folds in Half - - -

*The  
influence of  
a great teacher  
can never be  
erased.*

This Faculty Appreciation Event Is Sponsored By:



Back Cover

## Insides

The open dimensions of the Faculty Appreciation Dinner invitation are 5.5" x 8.5". It prints on 65# cover stock and scores and folds to 5.5" x 4.25".

Pictured on this page is a sample of the inside of the invitation. On page three of Appendix B is the envelope.

The typeface used on the invitation is Adobe Garamond regular and italic.

Of course you will substitute your information, but you may also consider using your university colors.

Folds in Half - - - -

# You Are Invited As My Special Guest

*Come be encouraged with other faculty  
who are also being recognized  
and honored by students  
they have encouraged  
and inspired.*

## The Faculty Appreciation Dinner

*will be held  
Wednesday, March 6, 2024  
from 5:30–7:30 PM at NC State University  
in the Mountains Ballroom,  
Talley Student Union.*

**Please RSVP by March 3rd**

Sponsored by Cru and Faculty Commons at University Name(s)

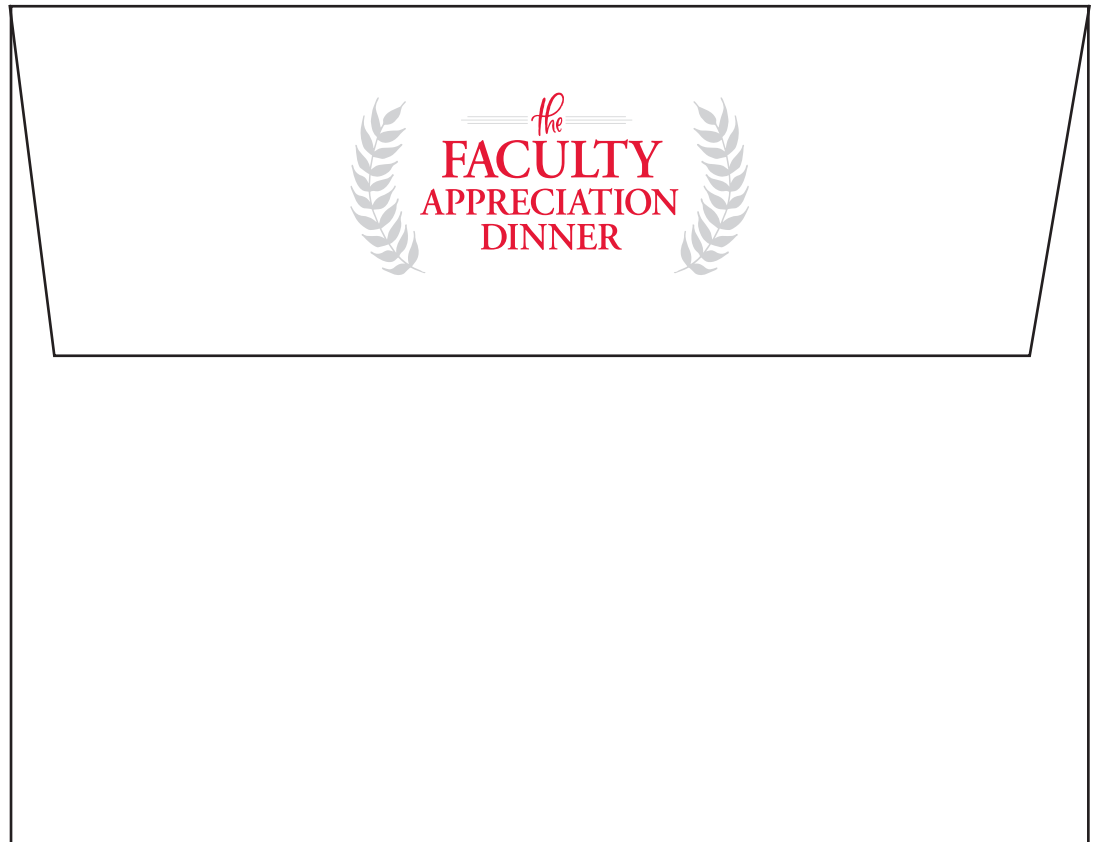
## Appendix C – Sample Envelope & RSVP Card

### Standard A2 Envelope

The Faculty Appreciation Dinner invitation envelope is 5.625" x 4.375" which is a standard A2 announcement style.

We print the FAD logo on the back flap of the envelope as pictured.

If you are going to make this an annual event, we recommend you print enough envelopes for 2-4 years. This will save money on the cost of envelopes and because the date is not mentioned, it works. Of course you will need to keep the same basic logo each year.



Prints on back flap

The Student Information Sheet (Appendix A) is given to students who volunteer to invite a professor(s) to the dinner.

The students also receive an Invitation, Envelope, and RSVP Card for each professor they plan to invite.

The RSVP Card (pictured on the right) is 3" x 4" and you will print the same number of RSVP Cards as you do Invitations.

**the FACULTY APPRECIATION DINNER**

**March 6, 2024**  
WEDNESDAY EVENING from 5:30 to 7:30 PM

*Please let me know by Sunday, March 3, 2024  
if you will be able to attend.*

You may also RSVP by phone or email.

My name: \_\_\_\_\_

My phone: \_\_\_\_\_

My email: \_\_\_\_\_

Sponsored by Cru and Faculty Commons at University Name.

## Comment Card

The Faculty Appreciation Comment Card is 5.5" x 4.25" and should print on a 65# cover uncoated stock.

It can easily be set-up for 4 on an 8.5" x 11" page. If this is an annual event, you can also print extra – or for other events as this one is pretty generic.

**Thank you for joining us.**  
*We would love to know your thoughts  
about this special event.*

Name: \_\_\_\_\_

Your comments: \_\_\_\_\_

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Are you interested in knowing more about Faculty Commons?  YES  NO



We have attached some extra logos that can be opened from this pdf in Adobe Illustrator and then altered for your needs.

Or if you need a designer to help you, you can contact Larry Thompson at

Larry@gravitationcreative.com

