

Candlelight Ladies' Tea

April 18, 2020

2020 Hostess Responsibilities

Hostesses may decorate their tables on either Friday, April 17th starting at 10 am or on Saturday, April 18th at 9 am. We prefer set up the day before (17th) to avoid any delays.

Hostess Responsibilities: The main responsibility of a hostess is to minister to and serve the women who attend the tea, decorating your table, serving water, tea and scones at their respective times. She will also be responsible for leading and engaging the women at her table in fellowship and facilitating the introduction of guests.

Servers to help during the event: New this year we have "Teen Leaders Serving Team"! The servers will be assisting you throughout the event with refilling of vessels, replenishing scones and condiments, and supplying other needs so that you may concentrate on your guests and enjoy the event. ***Please deliver your scone plate and teapot to the kitchen before the event begins. Your plate and tea pot will be marked with your table number and then delivered back to your table.***

Hostesses Stations: In addition to your assigned hostess table, there will be tables set up in the gymnasium to store all your packing items as well as any extra items you may need, such as cleaning supplies, napkins, silverware, or any service pieces not being used. These tables will be available for set-up and will be at your disposal on Friday and throughout the event as well as during cleanup. This is your workspace for table decorating, packing, cleanup and the like.

Seating: We will have open seating. However, hostesses will be given reserved place cards to place on the seats for anyone she specifically invited.

Table Décor: As always we leave table décor up to the discretion of the hostesses. We encourage you to be creative with your table décor and expression of the event theme. Please be mindful when choosing decorative items that they are not a hindrance to fellowship or view obstruction for those in attendance.

Place settings: Please refer to the Required and Optional lists below. Clear 9" plastic plates will be provided at the luncheon line. This is a convenience to the hostesses for clean-up as well as for careful handling of the dinnerware. Optional items are for decoration as well as convenience for table guests and are not required. Please use discretion when choosing optional items as there is limited table space, and please do not use items not found on the list as guests tend to be confused by unnecessary items.

Required Items:

- (8) Dinner plates
- (8) Napkins
- (8) Water glasses
- (8) Teacups and saucers
- (1-2) Teapots
- (1) water pitcher

- (1) tray for scones
- (1) tiered dessert tray
- (1) container for tea bags
- (1) container and spoon for sugar
- (1) small pitcher for creamer
- (1) dish for lemon slices or lemon curd
- (1) pot and spoon for crème fresh
- (1) pot and spoon for jam
- (8) Forks (dinner or salad is fine)
- (8) Table knives
- (8) Teaspoons
- Set of salt and pepper shakers
- **Table Cloth:** The church will provide white 90" round tablecloths for all tables. Please feel free to bring a top table cover. The tables measure 60" round.

Optional:

- Chargers, bread plates, butter knives, trash bowls, napkin rings, and knife rests
- Large boxes or Rubbermaid containers for transporting clean/dirty items
- Recommended: Tea towels for potential spills, Wet wipes or sanitation wipes.

Clean-up: Hostesses will be responsible for the cleanup of their tables. Dishwashing services will not be provided, so please make appropriate accommodations for the transportation of soiled linens, stemware, and dinnerware. Please note that in order for the Church's janitorial staff to have the building ready for Sunday services, we must be cleaned up by 4:00 pm.

Party Favors: This year the church has generously gifted party favors to all attendees as a heartfelt thank-you for your participation. Each hostess will be given 8 gifts to place at her table.

Miscellaneous: We strongly encourage anyone wishing to co-host a table to do so. In the past, women have divided the tasks of hosting in a number of ways. For example, one team may choose a hostess to supply all the service and décor items and the other to serve and lead during the event. Still, others prefer to work side by side with a friend throughout the whole process.

Thanks for your help with this year's Ladies' Tea at Candlelight. You are vital to making this event a success.

Please don't hesitate to call Deb Darnofall (303) 653-4652 or Jami Ford (707) 489-6433 if you have any questions. Please be sure to leave a message so we can call you back. ***If for some reason you cannot host a table after signing up, please contact Jami Ford.***

Blessings,
Women's Ministry Tea Committee

A Place Setting for Tea

