



## **“A CUP OF CHRISTMAS” – A LADIES’ TEA EVENT**

**December 11, 2020 · 5 pm to 9 pm**

### **2020 Hostess Responsibilities**

**Thank YOU for volunteering! We hope this document will help you with your important role as a table hostess.**

**Hostesses may decorate their tables on Friday, December 11<sup>th</sup> starting at 10 AM**

**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.

***Please deliver your teapot to the kitchen before the event begins and mark your name and table number on the bottom of the teapot.***

***Please bring (8) scones to share at 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 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. ***(more on back page)***

**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) container for tea bags**

**(1) container and spoon for sugar**

**(1) small pitcher for creamer**

**(1) Optional: lemon slices or lemon curd, jam or creme fresh**

**(8) Forks (dinner or salad is fine)**

**(8) Table knives**

**(8) Teaspoons**

**You are welcome to use your China or if you prefer Nice plastic plates**

**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/unclean 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.

**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 several 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' Christmas Tea at Candlelight. You are vital to making this event a success. ***IF FOR ANY REASON YOU ARE UNABLE TO BE A HOSTESS, PLEASE LET US KNOW ASAP!***

Please don't hesitate to call Rikke Willingham (509) 947-8061 or CJ Davis (208) 661-4666 with any questions. Be sure to leave a message and we will get back to you ASAP.

Blessings,

Women's Ministry Tea Committee