

Ladies' Christmas Tea - Hostess Responsibilities

Friday, December 10th - 6:00 – 8:00 pm

Thank you for considering serving as a Table Hostess for this year's Christmas Tea! Table Hostesses receive complimentary admission, childcare (if needed), and *do not* need to register as a "Guest".

Hostess Responsibilities: Besides decorating your table on *Friday, December 10th, between 10:00 am – 2:00 pm*, your main responsibility will be to minister to and serve the women who sit at your table (serving water, tea and scones at the respective times, facilitating introductions, conversation and our game). You will need to arrive for the event *no later than 5:00 pm*, as *doors open at 5:30 pm*. Note: We encourage anyone wishing to co-host a table (e.g. to share responsibilities) to do so; however, only one person per table should register as the Table Hostess to be our main contact.

Childcare: Table hostess childcare (*under age 10*) will be available from 5:00 - 8:30 pm, so please let us know the names/ages of your children *by November 21st*, if you did not indicate that when registering. Be sure to *bring each child a sack dinner and beverage (clearly labeled)*.

Hostesses Stations: In addition to your assigned hostess table in the sanctuary, there will also be numbered tables set up in the gymnasium to store all your packing items, as well as any extra items you may need. This is your workspace for table decorating, packing, cleanup and the like.

Place Settings: Please refer to the *Required* and *Optional* lists on the next page. Clear, 9" plastic plates will be provided to place on top of your place setting and additional plates will be stacked at the buffet line. This is a convenience for clean up and will allow guests to leave your dinnerware on the table, when heading to the buffet line. *Optional* items are for decoration, as well as convenience for guests, but they are *not required*. Please use discretion when choosing *optional* items, as there is limited table space. Please do not use other items not found on this list.

Table Décor: We encourage you to be creative with your table décor and expression of the event theme. Please be mindful to ensure that décor items are not a hindrance to fellowship or view obstruction for those at your table. Note: battery-operated candles are preferred to avoid fire danger.

Scones: Please bring (8) scones on a tray to share at your table (along with small serving tongs).

Teapot/Tea Bags: Label the bottom of your teapot(s) with your name and assigned table number. Please deliver your teapot to the kitchen during set-up. We will have volunteers filling teapots with hot water and we will provide a container of assorted tea bags for each table. You may then refill teapots, as needed, during the event.

Seating: We will have assigned seats at our round tables of eight. Please email Cherlyn at: cherlynkj@live.com with names of any guests you are inviting to sit at your table *no later than November 14th*, to ensure their seats are reserved. Then, please register your guest(s) online or ask them to register at their earliest convenience (donations accepted, plus sandwiches or a salad to serve 8 to share). Space is limited and we expect this event will be sold out!

Questions: Cherlyn at: cherlynkj@live.com

Table Hostess - Required and Optional Items

Required Items:

- Centerpiece (*guests should be able to see over it; use battery-operated candles, if desired*)
- (8) Dinner plates (*China or, if you prefer, nice plastic or sturdy, decorative paper plates*)
- (8) Napkins (*cloth or paper*)
- (8) Water glasses (*or we can provide plastic "crystal" cups, if you prefer – just let us know*)
- (8) Teacups and saucers
- (1-2) Teapots
- (1) Water pitcher (*water dispensers will be available for filling these*)
- (1) Tray/serving tongs for scones
- (1) Container for sugar and spoon (*several non-sugar sweetener packets recommended*)
- (1) Small pitcher for creamer, as well as a pint of creamer/half n half
- (8) Forks (*dinner or salad size is fine*)
- (8) Table knives
- (8) Teaspoons
- (8) Scones
- Optional: lemon slices, lemon curd, jam and/or creme fresh/Devonshire cream

Optional Items:

- Chargers, bread plates, butter knives, trash bowls, napkin rings, and/or knife rests
- Sturdy boxes/plastic totes for transporting clean/unclean items
- Recommended: Tea towels for potential spills, *Wet Wipes* or sanitation wipes
- We will provide a small favor and a chocolate candy for each guest

Table Cloth: The church will provide white, 90" round tablecloths for the 60" round tables. Please feel free to bring a top table cover, if desired.

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, dinnerware and serving utensils. Our program ends at 8:00 pm and childcare ends at 8:30 pm. Our goal is to be out of the building no later than 9:00 pm.

Questions: Cherlyn at: cherlynkj@live.com