

Table Hostess Responsibilities – Ladies' Fall Tea

Saturday, October 21st - 12:00 – 2:00 pm

Thank you for considering serving as a table hostess for our Fall Tea. We're looking for women (*CCF regular attendees age 18+*) who love people and enjoy sharing hospitality.

While membership isn't required to serve as a hostess, as a representative of Candlelight, we encourage all women serving in ministry to pursue membership. Here is the link to sign up for our membership classes: <https://app.candlelight.org/classes>

Table hostesses receive complimentary admission (*\$10 value*), and childcare (*under age 10*), if needed. All hostesses may reserve up to 2 seats at their table – hostesses do not need to register as a "guest."

Childcare (under age 10): available from 10:30 a.m.-2:30 p.m. If needed, please provide names and ages when registering (*advise no later than 10/7*). Please bring each child a labeled sack lunch.

Hostess Responsibilities: Besides decorating a table on Friday 8:00 am-3:00 p.m., and/or on Saturday 8:00 am – 10:30 am, hostesses provide a light lunch and a dessert for the guests at a table of eight, as well as minister to and serve them throughout the event. Think of it as if you were inviting a few friends over for a light lunch. **Items provided:** Nametags and a marker, assorted tea bags, chocolate candies, programs, favors, an easy game and a prize. Please arrive for the event no later than 10:30 a.m., as doors will open at 11:30 am.

Secure a Co-hostess – In the event you are unable to attend the Tea at the last minute, your co-hostess will serve as the hostess. Co-hostesses (*CCF regular attendees age 18+*) receive complimentary admission (*\$10 value*) and childcare (*under age 10*) if needed. Co-hostesses do not need to register as "guests", but when you register as a hostess, you will be asked to provide your co-hostess name and contact information for our records (*may provide later, if not confirmed*).

Hostesses Stations: Use a section of a rectangle table in the sanctuary to hold any serving dishes that won't fit on your table (*you will retrieve items to serve guests*), as well as a section of a table in the gymnasium to store packing/extra items – please do not leave valuables unattended.

Place Settings: Please refer to the checklist on the next page.

Seating: You will have the opportunity to select your table location, based on availability, after registering. Remember, tables will not be dismissed for food, so the table number, per se, will not matter. We will however seat tables near the stage first and work towards the back of the room so that tables will be filled as we go. If we happen to have a significant number of "No Shows", any hostesses and their guests sitting at the back tables are welcome to join another table. Since table hostesses may reserve up to 2 seats at their table, each table hostess will be given 4-6 "Open Seat" signs. Upon arrival, guests will be escorted into the sanctuary to find a seat. Seats should not be saved for late arrivals, as this event is an opportunity to meet new ladies and make new friends!

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:** A tiered tray for your dessert makes a great centerpiece!

Teapot/Water Pitchers: Please label the bottom of your teapot(s) and water pitcher with your name and table number. Our kitchen volunteers will assist in filling these, as well as providing a carafe of hot water for your table, so you may refill your teapot without having to leave the table.

Table Hostess Checklist

Required Items: *(If you can bring an extra place setting or two "just in case", please do so)*

- Centerpiece/tiered tray *(guests should be able to see over it; use only battery-operated candles)*
- (8) Dinner plates *(China, nice plastic plates or sturdy, decorative paper plates)*
- (8) Napkins *(cloth or paper)*
- (8) Water glasses *(or clear plastic "crystal" cups will be available)*
- (8) Teacups and saucers *(coffee service will also be available)*
- (1-2) Teapots *(a carafe of hot water for each table will be available to refill teapots)*
- (1) Water pitcher *(jugs of iced water will be available to refill pitchers)*
- (1) Container for sugar and spoon *(a few non-sugar sweetener packets recommended)*
- (1) Small pitcher for creamer, as well as creamer/half n half *(or individual creamer packets)*
- (8) forks *(dinner or salad size)*
- (8) spoons *(for soup)*
- (8) table knives
- (8) teaspoons
- Serving dishes and utensils applicable to the food you are serving *(please do not borrow serving dishes/utensils from the church kitchen)*
- (1) tea towel for potential spills

Food Ideas: Use your imagination and have fun choosing your dessert to serve your table of eight. The light lunch can be small tea sandwiches and/or a salad and the desserts can be homemade or store-bought *(scones, muffins, biscuits, biscotti, and/or toppings such as lemon curd, jam, and/or Devonshire cream)*. Should you need financial help providing dessert for your table, please contact Liz Jasper at liz@candlelight.org

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. The program ends at 2:00 p.m., childcare ends at 2:30 p.m., and our goal is to be out of the building by 3:00 p.m.

Questions: Liz Jasper at liz@candlelight.org

Thank you for your willingness to serve our guests!

*The generous soul will be made rich,
And he who waters will also be watered himself. (Proverbs 11:25)*