

Table Hostess Information

Thank you so much for considering or agreeing to host a table at this year's Christmas Tea. Besides setting the aesthetic tone of the evening, you are a welcoming presence and heart to each of the women at your table. We hope the following information will help you before, during and after the event. You may receive further communication from our team. Please feel free to contact D'Ann Smith for further questions.

2014 Christmas Tea Committee

D'Ann Smith- 816-734-9552/ smith1602@sbcglobal.net,
Jane Josephson, Arcie McCue, De May, Melissa Cable

The Role of the Hostess:

To decorate and provide table settings for a table of 8.

To help facilitate discussion among your table mates and make women feel welcome.

- **You are welcome and encouraged to invite or reserve a seat for non-Gashland women and Gashland women who especially need a personal invitation to sit at your table. Otherwise, we are encouraging general seating and filling up each table as guests arrive. The heart behind not saving seats and/or reserving whole tables is to make all women feel welcome as they enter the room and are seated.**
 - *Please turn the cup over at any place setting that is reserved for special guests so greeters know not to seat someone there, **please see bolded note above.***
- Hostesses will be able to come in and decorate their tables on Monday between 10 a.m. and 6 p.m. We are asking that all tables be completed by 6:15 p.m. on Monday. If these times do not work for you, please let D'Ann know and we can make other accommodations.
- Please plan on being at the tea by 6:30 on Monday night, as doors open at 6:45. Again, accommodations can be made if this is impossible.

What to provide your table:

- Dessert plates- non plastic/paper preferred
- Tea/coffee cups and if able saucers
- Centerpiece and décor. This can be around a theme or just something festive. Candle use is permitted and encouraged, small votive, etc.. Candles need to be contained. Be careful with large or very tall centerpieces as these can obstruct people's view.
- Napkins
- Table flatware, spoons and forks
- Sharpies for nametags
- Cream and sugar containers
- Hot beverage carafe (labeled with your name) These will be used by servers in the kitchen. We have many at the church but need to supplement that supply if you are able to contribute.
- Serving Spoon, Spatula, cake knife.
- Small basket for tea bags
- If you signed up for a dessert too, provide that as well.

If you are unable to provide any of the above items, know that the church can supply them. Please let D'Ann know this in advance.

What the church will be providing:

- White table cloths
- Coffee, tea bags, hot water and ice water.
- Sugar and creamer
- Name tags
- Servers- 1 male server will be assigned to two tables and will be offering and refilling water glasses, coffee and tea.
- Greeters who will be filling your table.
- A very small favor at each place setting.
- Discussion Questions provided by the speaker for dessert time. You are encouraged to also facilitate the women getting to know one another at the onset of the evening. See schedule below.

Approximate Evening Schedule:

- 6:15 p.m. All tables set and decorated
- 6:30- all hostesses and greeters present
- 6:45 Doors open
- 6:30-7:10 –Guests seated and table guests get to know one another.
- 7:15- Ritchey welcomes and prays.
- 7:15- Dessert and Discussion questions
- 7:40- Continued eating and choir begins
- 8:05- Speaker introduced and begins
- 8:25- Closing all sing Christmas Carol- Silent Night

Thank you again for your service! We are grateful for your partnership in ministering to women!