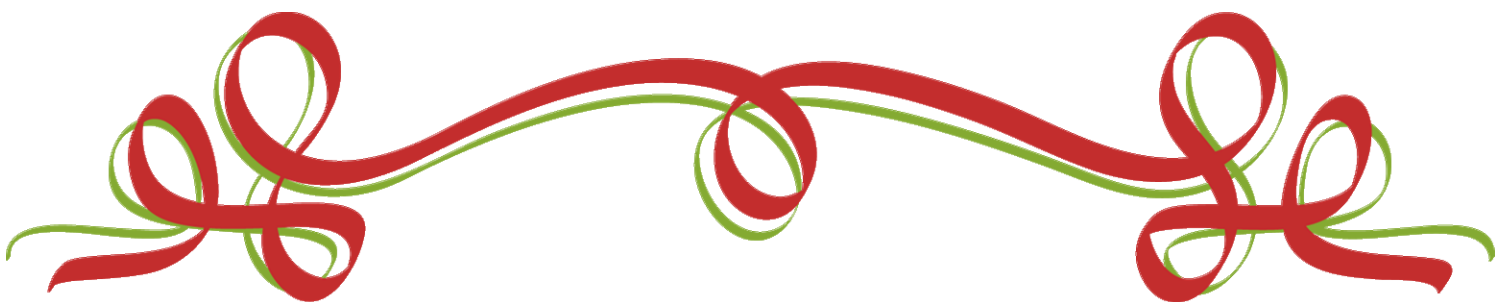




2009

Ladies Christmas Tea

Hostess Packet



Hostess Instructions

Please take a moment to read this form before you commit to serve as a Hostess.

Thank you for your willingness to host a table at the 2009 Christmas Tea!

- Hostess sign ups and ticket sales will be available thru Wednesday, December 2nd and are \$15 per person. Tickets are available for young ladies and women ages 6th grade and up. You may purchase an entire table or individual tickets at a table. Tickets are on sale online anytime at www.bethlehemfbc.org, and will be released once paid for. The tickets will be used for door prize drawings so be sure to bring your ticket and have your guests do the same. We will be collecting them upon entry into the event. **Remember: This is a wonderful outreach opportunity!** Invite unsaved friends, neighbors, coworkers and relatives.
- Each round table must be set with 8 place settings. Please see Burgundy or Sandra for tables with more than 8 settings as space is limited. If you have any unsold seats please let us know so we can fill each table to capacity.
- We know that it can become expensive to host a table so we want to remove the pressure from you to provide a hostess gift to your guest. This year we will provide a small gift for each guest so that each person will receive the same thing. Hostess gifts will be given to your guests by the escorts during the meal time this year. Although we will be providing a small gift, you are welcome to provide an additional gift to your guests at your table if you choose to do so.
- When selecting a center piece, keep in mind the space on your table is very limited, especially the round tables for eight. Jesus is the reason for the season, so please refrain from using Santa Claus themed items. Be creative! Most of us have enough items already that can be incorporated into a center piece, or see if you can borrow or swap items with another hostess or family member.
- For candlelight purposes, please have at least three (3) candles on each table. Placing the candles in the freezer the night before using them will allow them to burn longer. Battery operated candles work great as well.
- Child care is available for all ages, but because we would like as many ladies as possible to attend this event we ask that you and your guests try to secure other means of childcare first if possible. Please let us know asap if childcare will be needed. Children will be fed PB&J, Chips & Cookies since the event is during dinnertime. (Please bring a sack meal for your child if your child has special food requirements).
- Husbands/Young Men are asked to come early and stay late to help as kitchen support or as valet support. We ask that he come and sign up personally instead of being guaranteed by you. Sign up sheets will be located in the lobby. Men's Server Packets are available there and will let him know all that will be required. All men will be provided the same meal being served to the ladies once the program has started. Ages 6th grade and up are invited to help serve and escort.
- You may begin setting up your tables between 10 am-6 pm on Saturday, December 5th and anytime after service on Sunday morning, December 6th. All tables need to be complete by 2 pm on Sunday, no exceptions please.

- Please be at your table NO LATER THAN 4:15 pm to greet your guest as they arrive. The table viewing and punch reception begins at 4:30 pm. Upon entry to the Fellowship Hall there will be Event Hostesses there to greet your guests and help them find your table. Please encourage your guests to enter on the Sanctuary side of the building and take advantage of the valet parking. The evening will end on this side of the building which is covered in the event of inclement weather.
- If you have any questions, please contact Sandra Shafer, Burgundy Hensley, or the church office. We will be available on Sunday mornings and at the church on Wednesday evenings to answer questions, collect money, and reserve seats or tables prior to the event. Each year we strive to make this event better for all who are involved. Your comments and suggestions are welcome. You can also contact us:

By phone: Burgundy 678-358-3172

Sandra: 770-231-5961

Or Via Email: Burgundy: burgundy@bethlehemfbc.org

Sandra: sandrashafer@bellsouth.net

Church Office: 770-867-3577 or www.bethlehemfbc.org

Additional Hostess Info:

Hostess Will Provide:

Dinner Plates
Cups/Saucers
Silverware
Cloth Napkins
Table Cloths (see below)
Center Piece
Candles
Salt/Pepper Shakers
Sugar/Creamer Dishes
Mints (if desired)
Creamer other than packets (if desired)
Dish for butter pats

Church Will Provide:

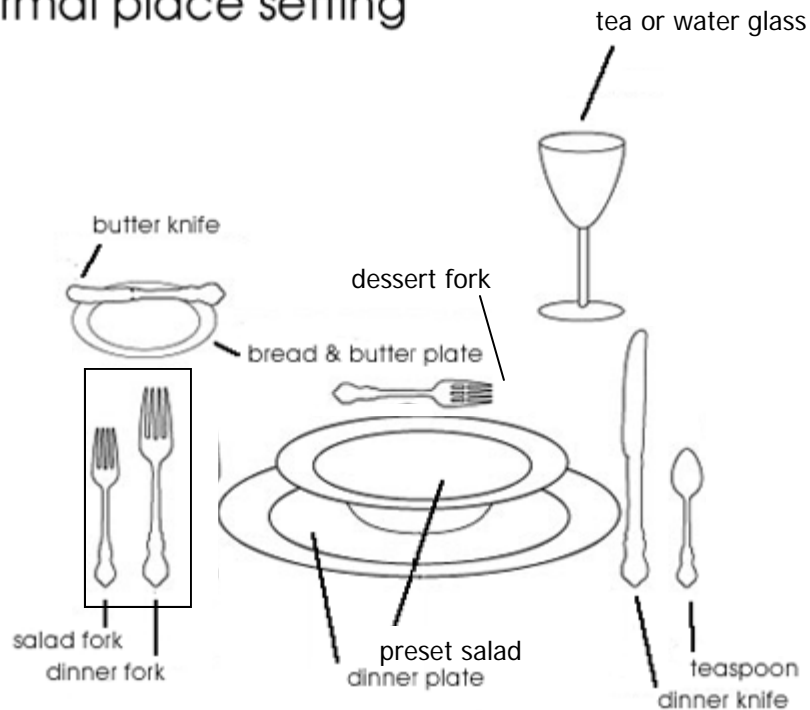
Water Pitchers
Carafe for Coffee
Clear Plate Liners
Serving Trays
Zip-loc Bags (for dirty silver)
Disposable Cups for coffee
Sugar, Swt & Low, Creamer Packets
Butter Pats

TABLE CLOTH SIZES: Round tables for 8 are 90" (60" will only top table), Long Tables for 10 or 12 you will need (2) 108" x 60"

BFBC has a limited number of tablecloths available. These will be reserved on a first come, first serve basis and will be made available on the weekend of the event. Tablecloths are only available in white. Irons and Ironing Boards will be available on site this year. Tablecloths will remain here and be laundered by the church after the event.

By request, on the next page you will find a basic table setting diagram for the Tea. Please be sure to read through the detailed items below the diagram for additional instructions regarding rolls and salad placement on your table.

formal place setting



Napkin: The napkin is folded and placed either to the left of the forks or on the center of the dinner plate.

Sometimes, a folded napkin is placed under the forks. Note: The dinner salad will be preset *before* seating so please keep this in mind with your table decorations and napkin and item placements.

Dinner knife: The dinner knife is set immediately to the right of the plate, cutting edge facing inward.

Bread & Butter: The bread and butter plate and knife are optional. Please note that the rolls will be served with the salad and will not be in a basket on the table due to space limitations.

Dessert spoon or fork: These can be placed either horizontally above the dinner plate (the spoon on top with its handle facing to the right; the fork below with its handle facing left); or beside the plate. If placed beside the plate, the fork goes on the left side, closest to the plate (because it will be the last fork used).

Coffee cup and saucer: If used, the coffee cup and saucer are placed above and to the right of the knife and spoons. If you do not have room on your table for coffee cups, disposable cups will be offered by your server for coffee after the main course and placed above and to the right of the knife and spoon.