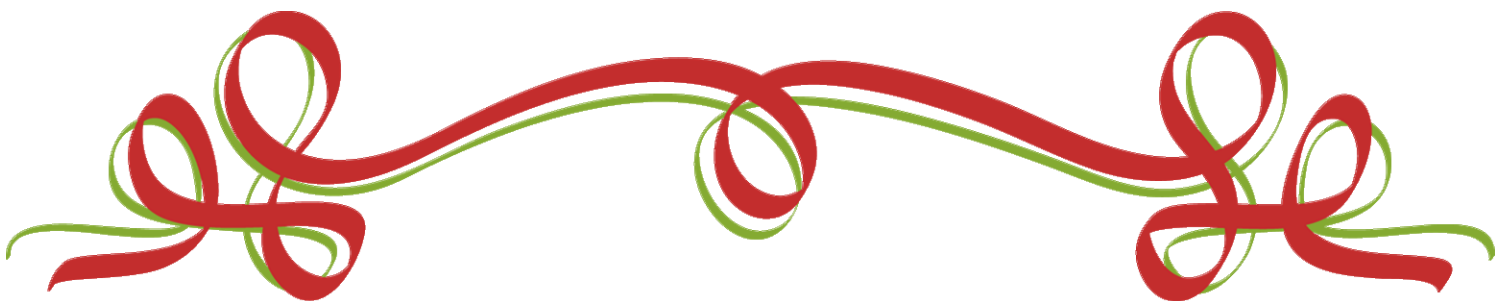




2009

Ladies Christmas Tea
Men's / Server Packet



Ladies Christmas Tea 2009 Server Instructions

Please note that due to the nature of serving in the dining room (heavy trays, hot food, quick timing) we ask only those 16 years and older serve in the dining room. Those that are younger are asked to serve as escorts, please.

THREE MAN SERVICE TEAM

FRONT MAN

This would be the most out going person in your group that likes to talk to the *ladies*, and may even have a joke or two.

You are Responsible for:

Greeting and seating the ladies as they arrive.

Removing their napkin from the table and placing it in their lap or hand.

Introduce yourself and your assistants

Answering questions about the menu or the activities for the evening. (List to be given to each of the waiters)

Tell the ladies that they will need to keep their silverware on the table after each course (it belongs to the table hostess)

Helping serve each course and making sure the flow of the courses is smooth

Remove plates before the next course is served. ALL OF THE LADIES AT THE TABLE SHOULD BE FINISHED BEFORE ANYONES PLATE IS REMOVED. This is so no one feels rushed or uncomfortable.

Try to keep the table as well stocked and clean as possible. Remember all silver and glass ware belongs to the hostess of the table.

Stocking includes the condiments and the drinks. Be sure to remove and trash and sugar wrappers from the table during dinner.

You will be the one who stays on the service floor for the *Ladies* to talk to. Try to stay in the middle of your section at all times, your other team mates will bring and take the food away so you will not have to run for it. Your tables should never be left unattended.

THREE MAN SERVICE TEAM

MIDDLE MAN/ RUNNER

This person is in need of steady hands and well-balanced feet.

You are Responsible for:

You will have two courses to bring to the table and serve with the help of the front man. They are as follows: Salad and Main Course. The dessert and coffee will be at a self service station.

Coordinate timing with the front waiter and try to stagger the time between tables to give other waiters time to move their tables' food as well. In other words **YOU KNOW THERE WILL BE A LINE FOR FOOD AND MAKE ARRANGEMENTS TO GIVE THE APPERENCE THAT EVERYTHING IS RUNNING SMOOTHLY.**

Try not to bring the food to the table until all plates have been cleared. It is all right to have a few minutes for conversation between courses.

You will be the link to the kitchen; this will be a congested area.

Be aware of the other middlemen involved with service and help as needed without hurting the service of your own team.

The area around the kitchen for pickup will be very busy and some food prep may be required.

When you are helping serve the tables, if you notice drinks or other items are needed please ask the back waiter to assist you as needed.

THREE MAN SERVICE TEAM

BACK WAITER/BACK BONE OF THE TEAM

This area is for the more conservative gentlemen of the team. You will have less conversation with the ladies and a lot more with your teammates.

Responsible for

Keeping tabs on the over all flow of the dinner

Watching for signs that your front or middle team mates need help

Always be ready for the next course

Watch the bread, butter, tea, coffee, and water for refills. (Be sure to remove sweet & low and sugar wrappers from the table after they are used)

You will have three drink and bread stations to keep stocked with the other back waiters.

MAKE SURE YOU HAVE PLENTY OF COFFEE AT THE DESSERT STATION. ALL COFFEE IS DECAF. ALL TEA IS SWEET TEA.

You will each be assigned a station but if you are in a pinch you may of course use one of the others to help your team. As long as it doesn't hurt any other teams service.

Help clear and clean up the table as needed.

REMEMBER NOT TO CLEAR ANY PLATES UNTIL EVERYONE AT THE TABLE IS FINISHED. This is so no one will feel rushed or uncomfortable.

There should be time between each course to let the ladies relax for a moment.

THREE MAN SERVICE TEAM –SIDE NOTES

These are just a few of the small things that we can do to let the ladies know that we want them to have the great evening they deserve. Some of these are common sense, but they bear repeating~

If you see one of the ladies get up:

Pull the chair back and help her up. Take her napkin and push the chair back in to keep it out of the path of other wait staff. The napkin can be folded into a triangle or fan depending on how much time you have, do which ever one your comfortable with. Place the napkin on the right side of the plate. When she comes back seat her in the same fashion and place her napkin in her lap.

Try to keep a towel with you to help with spills and to keep the condensation and well as hot coffee off of the tablecloth.

Be sure not to lean into the table to refill the glasses; pick up the glass and step back from the table and fill, then set it back down on the table.

Keep the trash picked up off the floor and try to hide as much of the food waste as possible around the food and drink stations.

Remember: Serve on the left side, pick up from the right side of the ladies.

Be sure not to put your thumb on the plate while serving, keep it to the outside edge of the plate

Don't lick your fingers, wipe your nose, etc. while serving~

Remember each year how much the ladies of the church and visitors appreciate this evening and the service you provide.

As most of you realize the kitchen and space we have makes it very difficult to feed this many people all at once. So with that in mind we need to slow down the service, talk a little more and allow the kitchen time to catch up with each course. This is not just a meal as a source of nutrition it is dinner. **The perception of time you give is important for setting the tone of the evening.**

Please clean up as we go. When the dinner service is complete and the ladies head to the Sanctuary, you will be fed then. Dinner will be the same menu as the ladies.

The dress code for servers will be black pants, shoes, socks and white shirt. You are more than welcome to wear a tie and or jacket if you like.

Please be at least 1 hour before the tea (be there at 3:30 pm) to allow for station set-up and a service meeting.

If a few of you can arrive two hours early your help would greatly be appreciated.

Thank you for your willingness to serve the ladies of the church in this manner. We appreciate YOU!

Please contact Troy Hensley with any questions or if you cannot make it. 770-355-4514.

The date for the Tea is Sunday, December 6, 2009.

There will be a punch reception and table viewing starting at 4:30 pm, and dinner for the tea begins at 5 pm.