

Women's Spring Banquet - Table Hostess Meeting

Dear Table Hostess:

Thank you for hosting a table at the Indiana Avenue Women's Spring Dinner on Thursday, April 22nd beginning at 6:30 p.m. Our theme this year is "A Common Thread – God Knitting Hearts Together". We are anticipating a great turn out and could not do this without YOU!

Here are a few details that will make your job as hostess go smoothly:

- 1. We will be using 60" round tables with eight place settings per table. We will provide white tablecloths for the tables but you are welcome to use your own table cloth or table topper if you prefer.**
- 2. As a hostess, you are responsible for providing eight place settings (dinner plate, iced tea glass, silverware and napkin). The place setting can be china, everyday dishes or paper goods. The dinner will be served in a clear glass plate and will sit inside your plate.**
- 3. You will need to provide a centerpiece or table decoration.**
- 4. You will need to provide two pitchers to serve iced tea and water at your table.**
- 5. You will need to provide an ice bucket and small bowl for sweeteners.**
- 6. You will be able to decorate your table on Wednesday the 21st after 6:30 pm and on Thursday the 22nd from 10 am through 5:00 pm. All tables need to be completed by 5:00 pm.**
- 7. In past years hostesses have given a small gift to each of their table guests. This year we ask you NOT to do that. A small gift will be given to each guest by the Women's Committee.**
- 8. Please arrive on Thursday evening by 5:45 pm to fill glasses with ice, light candles, etc. The dinner will begin at 6:30 pm. You will need to be at your table, ready to go at 6:15 pm as we will start directing guests to you as they come in.**
- 9. Each hostess will be given a questionnaire for each guest. We are polling the women for future events and activities. Please collect these at the end of the evening and leave stack on the table.**
- 10. The easiest way to clean up with the least amount of confusion is for each table hostess to bring a laundry basket to carry home any dirty dishes. It has worked well in the past to bring a box of wet wipes to clear any food off dishes.**

Thank you for volunteering your time and creativity to help make this a successful event for the women of Indiana Avenue Baptist Church.

