

Holiday Event Decorator's Information

- Your choice of Thanksgiving or Christmas theme
- Centerpiece (**height needs to allow for conversation**) Fake candles only, please. No flames.
- 8 Place Settings with utensils (plastic utensils are great because they can be thrown away) and napkins. Food will be served on clear, plastic plates that can sit on top of your plate or charger.
- Salt, Pepper, and Sweeteners. Or you can use a caddy from the kitchen.
- Due to the number of ladies we are expecting, **please do not bring your own glasses or coffee cups.** Drinks will be served in clear plastic cups from the kitchen. **Service goes faster if the clear plastic cups are used.**
- Multiple coffee stations will be available for self-service. Cups and creamers will be there as well.
- The Women's Ministry has white, cream, brown, and black round tablecloths available or you may provide your own. **Please wash before you return a borrowed tablecloth.**
- As the hostess for your table, please arrive by 5:30 so that you can greet your guests as they arrive.
- We will have salad and dessert on the table. A serving line will be organized for guests to receive their entrée.
- Your table may begin eating as soon as their food is served.

Please do not enter the serving kitchen during the event.

You are not required to fill your table with guests, but you can. It is up to you. Macy will send emails asking for names of those you plan on having at your table beginning a couple of weeks before the event. Also, she will ask the week of the event how many spots you have available to be filled.

Decorating Times

Wednesday, November 19th from 3:00 pm to 8:30 pm

Thursday, November 20th from 9:00 am to 5:00 pm

You can leave tubs/boxes in the Alcove after decorating.

**** Please text or call Macy @ (806) 928-2030 or email macy.dickson@iabbc.org if you have any questions.**