

Dear Hostess,

Thank you for serving as a Table Hostess at the 2024 Bayside Granite Bay Women's Christmas Event. We look forward to sharing this joyous occasion with you.

The Christmas Event is the largest outreach for Women's Ministry and is expected to touch the lives of over 1,000 women & students this year. Many of the women who attend may be hearing the gospel for the first time, or this may be their next step toward accepting Christ as their Lord and Savior. This is also a time for them to experience Christ's love through us. Keeping this in mind, our goal is to create an atmosphere that is comfortable and inviting to them.

**Friday evening Dinner 12/6/24  
6:30pm – 8:30pm**

**Saturday morning Breakfast 12/7/24  
9:30am-11:30am**

While we will each be doing our part to make the Women's Christmas Event memorable, we encourage you to take the time to remember the most important detail, prayer.

Please be in prayer, asking God to bless this event and to prepare the hearts of the women who will attend. Our team will be praying for you that you will be richly blessed as you share your gift of hospitality.

**Tickets are non-refundable but are transferrable to another guest.**

## **HOSTESS TRAINING INFORMATION**

### **I. Preparing Your Table – BEFORE THE EVENT**

Your personal touch is a very important part of the Christmas Event. We encourage you to decorate your table as creatively as time allows. The uniqueness of each table is one of the highlights of this event!

Grab ideas from Pinterest, magazines, store displays. Use your special china (if you'd like) or purchase fun dishes from the 2<sup>nd</sup> hand stores (vintage!!). How you chose to decorate your table will be perfect. Don't stress over this part – make it fun or fancy – it's what you feel comfortable doing.

- a. The tables are 60-inch rounds and seat 8 maximum. NO exceptions to add seating.
- b. You are welcome to decorate your table with additional linen pieces such as a table runner, placemats, or topper. Black tablecloths will be provided for each table for the evening event as well as morning.
- c. A rolling suitcase, plastic storage box, or laundry basket cushioned with dishtowels, is a safe and effective way to transport your dishes without breakage. Numbered labels will be provided, and boxes/containers will be stored in the room adjacent the worship center.
- d. **Please limit your centerpiece height to 12” so that everyone can see each other at the table and view the program.** *See more about centerpieces on the “What You Need to Bring Check List”.*

## II. Set Up – DAY OF EVENT

**It is very CRITICAL that you contact Jenny Rawles (707-766-4951) by 3:00 pm on Friday, or 7:30 am on Saturday if there is any emergency, or you are running late. We don't want guests showing up to an undecorated, empty table.**

Please plan to arrive and prepare your table:

1:00pm – 5:00pm on Friday (Table ready by 5:30pm)

7:00am on Saturday (Table ready by 8:30am)

Check in and pick up your hostess packet at the rear entrance of the main worship center. Kitchen carts with wheels will be available for you to unload/load your storage box with the table items.

## Set Up – ONCE YOUR TABLE IS READY

- a. Pick-up a pitcher of **ICE WATER** located outside the kitchen. We will provide this pitcher. **You will need to supply your own carafes for hot water and coffee.**
- b. Fill your water glasses with ice water and exchange for a refilled pitcher before the doors open.
- c. Fill your personal teapot or carafe with **HOT WATER** and your 2<sup>nd</sup> carafe with **HOT COFFEE** at the table set up outside the kitchen.
- d. Take your small bowl or plate and get sugars, creamers, tea packets at a table outside the kitchen.
- e. Please put a brochure, and other items in your hostess packet at each place setting. Put the name place card at each place setting according to the seating chart. Guests purchased specific seats so it's important to follow the chart.
- f. Once the program has started, refills of coffee, hot water, ice water, cream, sugar and tea will be located in the tunnel nearest the kitchen.

### III. Greeting Your Guests

While the details are important for the event to run smoothly, **the most important part of the event is the love and acceptance that the women feel as you greet and welcome them to your table.** Your friendly words and acts of kindness will reflect Christ's love to the women. God's love shared through you will be the most memorable part of the event and will make them feel at home.

- a. Pray that God will touch the hearts of the ladies in a special way.
- b. Please be waiting at your assigned table to greet your guests as they arrive. Enjoy getting to know each woman at your table.
- c. Make sure each guest receives a nametag.
- d. Please be sure to have all the women introduce themselves to everyone at the table (after everyone is seated so no one feels left out).
- e. Do your best to keep the conversation flowing, ensuring that everyone has a chance to share. Table topics will be in your packet.
- f. Please remind your ladies to silence their cell phones.

#### IV. Clean Up

Not necessarily the most fun, but an important part of every occasion is the clean-up. It is especially important that we clean up in a timely manner so that the Worship Center can be prepared for the next event.

Some hostesses clear dirty plates prior to the program starting (place them in your storage container in the other room), but don't rush guests to finish. You'll have time at the end of the program.

- a. We are allowing you and your guests fifteen minutes after the program concludes to say your good-byes, but please consider our cleanup process is very tedious, so don't delay too long.
- b. We will provide a small garbage bag for you to dispose of trash and food scraps. There will also be trash receptacles placed around the room in case you need to scrape any of your dishes.
- c. We will also have buckets marked "Liquid Disposal" available for you to dispose of liquids from glasses, cups, and hot water carafes. No Liquid should be dumped in the or trash cans. Do not empty water pitchers in the disposal buckets. Water pitchers get returned to the table outside the kitchen.
- d. Your table should be completely bare before you leave.
- e. Please pack up your dishes in your bins and take them home to wash.

#### HOSTESS CHECK LIST

##### I. What You Need to Bring:

- o 8 Plates
- o 8 Sets of Flatware (knife, fork, and spoon)
- o 8 Napkins
- o 8 Coffee and/or Teacups (saucers optional)
- o 8 Water Glasses
- o 1 Teapot or Carafe for Hot Water (Hot liquids stays hot longer in a carafe)
- o 1 Carafe for Hot Coffee
- o Dessert Plate
- o Sugar Bowl or a small plate (sugar, sweetener, creamer pods, and tea packets will be provided for you on a table outside the kitchen)
- o Centerpiece for your table. **Note about Centerpieces: Centerpieces must be no taller than 12 inches & small enough in diameter to allow room for serving items. If you are using candles, they must be battery operated. No real flames will be allowed per fire code.**

##### II. Optional Items:

- o Table Topper, Table Runner, or Placemats
- o Chair Covers
- o Tupperware or Ziploc bags for leftovers
- o Baby wipes for wiping off plates/cups
- o A small gift for each guest (the coffee mug, an ornament, handwritten note)
- o Candy canes, chocolates, etc.

**III. What We Provide:**

- o Black Tablecloth
- o Sugar, creamer pods, coffee, and tea bags
- o Dinner & Dessert (Friday); & Light Brunch (Saturday)
- o Ice water pitchers
- o Name tags for your guests
- o Program, brochures, material for each place setting

**If you have any questions or concerns, feel free to contact me.**

**Jenny Rawles – [Jennifer.rawles@baysideonline.com](mailto:Jennifer.rawles@baysideonline.com)**