

## Table Hostess Information – Ladies' Christmas Tea 2018 Platte Woods United Methodist Church

**Tuesday, December 4, 2018**  
**Social Time: 6:00 – 6:30 PM**  
**Program: 6:30 – 8:30 PM**

We are looking forward to a wonderful evening of fellowship and celebrating the Christmas season with this year's theme, "Almost There". Our speaker this year is Malinda Jeffries.

All the details to assist you in being a table hostess are in a checklist format for your convenience. Please feel free to ask someone to co-host with you; however, for simplicity we are asking for only one hostess name during the registration process. Although you may have served as Table Hostess in the past, we are encouraging you to review the checklist for all the important information you will need. Please note the bolded items.

- Table Hostesses will register their guests by emailing the names to [margaret.sachs@sbcglobal.net](mailto:margaret.sachs@sbcglobal.net) or by calling Margaret Sachs at 816-806-2925. **Please notify your guests that you will register them.**
- Tables will be 66" round and will seat 10. A white table cloth will be provided on each table. You can place something over the tablecloth if you wish.
- Hostesses will provide the centerpiece. **Please keep table decorations low** to allow all guests to see the stage as well as other guests seated at your table. Real candles are not allowed. Please use battery candles or battery Christmas lights if you wish.
- Table hostesses will provide table service for 10. We are encouraging paper products of plates and napkins. The church will provide clear-cut crystal plastic forks and cups for water. We will also provide a white insulated cup for hot drinks. You may also choose to bring your own dishes from home.
- Table Hostesses will provide dessert and/or light appetizers for 10. (Examples are cake, cookies, lemon bars, cheesecake, veggies, fruit, tea sandwiches, cheese, crackers, mini quiches, etc)
- Ice water, tea, coffee, hot chocolate, and related condiments will be provided by the church.
- All guests who want to sit at your table must be registered **no later than Wednesday, November 28.**
- Set up times will be on Monday, December 3, from 4:00 PM to 7:00 PM, or Tuesday, December 4, from 10:00 until 5:00. All tables must be set by 5:00 PM.
- Social time starts at 6:00 and some guests may arrive early. Please be at your table **ready to greet your guests** no later than 5:45 PM.
- The table hostess will lead in the social time discussion and ensure everyone is introduced at your table.
- The charity for the tea is Feed Northland Kids, which is the Backsnack program. Monetary donation envelopes will be on each table. **The table hostess will pass the envelope at their table and the envelope will be picked up from the Table Hostess after the closing.**
- Childcare is available by **registration only at: [childcare@plattewoodschurch.org](mailto:childcare@plattewoodschurch.org)**

If you are notified of someone who will not be able to attend after they have been registered, please contact the church or Margaret Sachs (see contact information below) **as soon as possible so we can fill that seat.** Feel free to email, [Margaret.sachs@sbcglobal.net](mailto:Margaret.sachs@sbcglobal.net) or call Margaret (816-806-2925) if you have any questions.