



### General Event & Set Up Information

- Inform your guests there will be a free-will offering at check-in to cover costs of the catered meal and entertainment.
- **NEW HOURS:** The banquet room will be available for you to set up your table on Thursday, December 1 from 6-8 p.m. and Friday, December 2 from 9 a.m.-12 p.m.
- A place will be available to store your tub/items overnight Thursday, December 1. All decorations and place settings must be cleared and taken home at the end of the evening.

### Hostess Information

#### Table Decorations

- Hostesses decorate table in a theme that celebrates “Behold: hope, peace, love, joy” in preparation for Christmas.
- A white tablecloth will be provided. However, you can bring your own or layer as desired.
- Include candles that will help to light the room on drip plates, in vases or with a protective cloth/doily. Votive, tea light or pillar candles only. Please no taper candles.

*\*Please remember no glitter or glittered decorations!*

#### Place Settings

- Provide place setting for each guest at your table. Include dinner plates, glasses, silverware and napkins.
- The committee will provide clear plastic plates to go on top of hostess plates so the plates will remain clean.
- Disposable coffee cups and clear dessert plates will be available.

#### Beverages and Dessert

- Provide one dessert (ready to be shared with all) and if desired, wine for your table.
- Coffee and water will be provided.

### Tips

- Have the women joining your table involved in the planning. For example:
  - Someone can bring the wine.
  - Someone can bring the dessert.
  - Help you set the table.

Questions? Contact Amy Couri, [akcouri@gmail.com](mailto:akcouri@gmail.com)