

Women of Redeemer Christmas Tea Hostesses

Basic Tea Info:

Date: December 3, 2022 from 11:30 a.m. - 1 p.m. in Gillespie Hall. Doors open at 11 a.m.

Cost: \$15.00 All attendees must have a purchased ticket. This includes table hostesses.

What it means to be a table hostess:

Hostesses are responsible for the following:

1. Provide 8 place settings. This includes plates, teacups and saucers (or mugs), forks, teaspoons, napkins, a plate for teabags, a sugar bowl, and a teapot. (This can be china, regular dishes, or fun Christmas paper goods. It does NOT have to match. Mix and match if you'd like!). Water glasses, water pitcher, tea bags, lemon slices, and sugar packets are provided for your table.

NOTE: Tablecloths are provided by the church. Some hostesses add additional tablecloth toppers to put over the white ones provided.

NOTE: Please don't place anything on top of the plates at your table (napkins, silverware, etc.), since we will place clear plates with the food on top of your plates.

2. Provide a centerpiece for your table. This doesn't need to be fancy. You can use a nativity, Advent wreath, wrapped boxes, floral centerpiece, etc.

NOTE: Centerpieces can be purchased at places like Home Goods or Boxwoods.

NOTE: Candles are not allowed to be used on the tables, unless they are flameless.

Friday, December 2 - Set Up Day:

1. Set up your table either on Friday, December 2 from 12:00-2:00 pm, or 4:00-6:00 pm.

NOTE: **Unloading** - You can pull in front of the church where we will have carts available for hostesses use. Once you have unpacked your things, space has been reserved for hostesses to store boxes, carts, etc., so they will be out of sight until you are ready to repack your items after the luncheon.

2. When you come to set your table, please come to the hostess check-in table at the main entrance to Gillespie Hall. We will have your reserved table signs, and will confirm the number of available seats at your table.

Please let us know how many **OPEN SEATS** you expect to have at your table. It is easier for our greeters to seat guests if they know which tables have space. For example, if you are hosting a table and have two friends coming who have purchased tickets, then you will have five open seats at your table. This is excellent information for us to know so we can efficiently seat people.

Saturday, December 3 - Day of Event

1. Please arrive by 11 a.m. on December 3 to prepare for our guests' arrival at 11:30 a.m. You can get hot water for your tea pot from our urns.

2. As they arrive, please greet the women at your table. Pass the hot water and tea to the women at your table.

3. At 11:30 a.m, chimes will ring to alert you to help quiet your table, so that the welcome and prayer can be heard throughout the room.

4. Enjoy being a part of one of the most special events at Redeemer all year!

5. Post-Event: Pack all your goodies for the trip home immediately following the luncheon as our sextons will be "flipping" the room for Sunday morning!