



Hostess Guide

GENERAL INSTRUCTIONS

1. PROVIDE 8 PLACE SETTINGS

This includes teacups and saucers, napkins (paper or linen), a plate for lemon slices, a plate/bowl for teabags, a sugar bowl, and 2 teapots. Chargers and/or dinner plates are optional but encouraged. Christmas-themed place/tea settings are not required, as long as the table is decorated in a seasonally festive way! **Set-up time will be on Friday, December 4th from 12:00 p.m. - 6:00 p.m.**

2. PROVIDE A CENTERPIECE

It can be as simple as a floral arrangement, nativity scene, reindeer, nutcrackers...anything seasonal and festive goes! It does not have to be overly ornate or extravagant. Please be sure guests and others can see over your centerpiece.

3. GREET THE WOMEN AT YOUR TABLE

Engage in cheery conversation, especially with those you may not know. We encourage you as a table hostess to have "open" seats to welcome others!

4. SERVE TEA TO THE WOMEN AT YOUR TABLE

5. ENJOY!

DETAILS



SEATING

Please let us know if you would like to reserve seats at your table and if so, how many and **the names of your guests**. Remember, you need a seat too, so your table can fit up to **7 guests**. While we hope you will invite friends to join for this special event, we want to maintain the integrity of the event and be sure as many women of our SIMC community are able to attend. Please consider keeping a few open seats or inviting SIMC members to sit at your table. Not sure who from SIMC to invite? No worries! Leave open seats and we will be sure you have a full table!



TABLE ASSIGNMENTS

Tables will be assigned in the order that hostess registration is received.



CENTERPIECES

Space for decorations is limited with 8 full place settings. Centerpieces must not obstruct the view of your guests or others. Candles are not permitted unless flameless.



WATER

Table hostesses are responsible for filling your teapots with hot water prior to the Tea starting; servers will help refill waters throughout the Tea but please meet your guests needs accordingly.



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WHAT'S PROVIDED BY SIMC



LINENS

White tablecloths will be provided. Additional tablecloths or runners are welcome.



PLASTIC PLATES

Elegant clear 10" plastic plates will be used to pre-plate the food.



WATER GLASSES & FLATWARE

High end clear plastic water glasses & gold flatware will be provided



FOOD & ALL THINGS TEA

a light lunch, dessert and all tea and accoutrements will be provided.

*Thank you for helping us spread
Christmas cheer!*

