

HOSTESS GUIDELINES: Christmas Brunch

1. Hostess must be an adult (or sponsored by an approved adult).
2. Must provide the following for an **8-person place-setting** (can be china or paper):
 - **Glasses** (*for juice or water*)
 - Coffee **mugs/cups**
 - **Plates** (*note: the church will provide each place setting with one CLEAR plastic plate for guests to eat off of for easier clean-up*)
 - **Utensils & napkins**
 - **Tablecloth** [*to fit a ROUND TABLE (approx. 120" floor length)*]
3. Must have a **large centerpiece or decor** to match your table theme.
 - Chair coverings are **OPTIONAL** (*to be used on current sanctuary chairs*)
4. Must provide **(8) small gifts** for your table (one for each place setting).
 - For decor purposes, please provide a gift at your hostess seat also (bless yourself!)
 - There isn't a set price for gifts—the goal is to make your guests feel special
5. Must be willing to serve the guests seated around your table.
 - The brunch is served buffet-style—guests will help themselves to the food
 - Hostesses will assist with drinks and hospitality
6. **Hostesses will have first choice of guests seated at their table**
 - All remaining seating (not previously assigned) will be filled in by the office
7. LEAD HOSTESS will receive a code for FREE registration (only).

Other guidelines:

- We are unable to provide electricity to tables (battery-operated items are suggested).
- Open flames are not allowed (decorative candles can be used but not lit).
- Excessive glitter items are not allowed (on chairs, bows, center pieces, etc.)
- Please do not bring pitchers for serving drinks. Cups and glasses must be filled one at a time.

EVENT INSTRUCTIONS:

1. Hostesses may **set up their table on Friday (the day before) between 8:00am-8:00pm**
 - ALL tables must be completely finished by 8:00pm Friday (no exceptions)
2. Please find childcare while you set up (*there are too many breakables and it's hard to decorate and watch your children at the same time*)
3. Hostesses need to **arrive at the Brunch no later than 8:45am for a meeting and to greet guests**
4. Due to the different varieties and sizes of glasses and coffee cups, please only fill large cups **ONCE** to ensure all our guests get served
 - This is especially important for the Coffee Punch
5. All décor and dishes you bring in must be taken with you before you leave. Plan to load your car after the event.
6. Hostesses are asked to help vacuum and clean up sanctuary after the event (if you can bring a vacuum from home, great!). Our staff and men's ministry will re-set up chairs.