

Welcome Hostesses

To “Celebrate Jesus-Wonderful Counselor”

2017 Women’s Christmas Dinner

Thank you for making this year’s dinner possible. I appreciate your willingness to serve Red Mountain Community Church and your sisters in Christ. This packet is filled with all the information you’ll need to help make this year’s event free of stress and full of grace. Please read it over carefully and if you come up with a question or concern that isn’t clearly addressed within it, don’t hesitate to contact me directly.

Thank you again,

Jeanetta Meister

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“Each one of us should use whatever gift she has received to serve others, faithfully administering God’s grace in its various forms.”

Time Table for Hostesses:

8am to 12pm: set your tables, dine on a light breakfast provided, chat with friends around the room

12pm to 5pm: Relax (nap) and get ready for dinner

5:30pm: Meet in gym to fill sugar/creamer, do last minute touch ups to table

5:45pm: Brief prayer and final instructions up front by stage

6pm: Light candles, turn on lights, stand by table (ready to greet guests)

6:15pm: Doors Open! Stand by your table at stage side chair and greet guests as they arrive. Encourage them to wander room and admire other tables. Answer questions about your own unique table. SMILE!!!!

QUESTIONS FROM A HOSTESS

1. When is the Christmas Dinner?

a. Friday, December 1, and Saturday December 2, 2017

2. Do I have to hostess both nights?

a. No. Please choose the evening that works best for you. You may, however, hostess both nights if you like. (Please note: You will only have to buy your ticket for 1 night - second night is FREE!)

3. What does a hostess do?

a. A hostess sets a table for 8 or 9, beautifies the table with a short centerpiece, welcomes those who are assigned to their table, and makes sure everyone at their table has what they need during the evening.

4. How much time will this take?

a. Plan on 2 hours, plus the time of the dinner. One hour to set your table in the morning, and one hour prior to the door's opening for a quick hostess meeting and last minute preparations. There is also some time in disassembling your table after the dinner, but that should be no more than 30 minutes.

5. What is the purpose of the Women's Christmas Dinner?

a. Our primary purpose of the Christmas Dinner is outreach. We want an event that our members can bring friends and family to that is welcoming, beautiful and delivers the true message of Christmas.

6. When do I need to purchase my tickets?

a. We need the hostess to pay for their tickets prior to ticket sales so that we can know for sure how many available seats we have to sell to the public. You can purchase your tickets at the time of sign-up, which begins online October 3 or in person Sunday, Oct.15, with all money being due by Nov. 5. If you no longer need all the tickets you have purchased, please let Jeanetta Meister know prior to Nov. 5, again, so we can have an accurate number of tickets to sell to the general public. You may pick up your tickets beginning Sunday, Nov 12, when tickets go on sale or other arrangements can be made through Jeanetta.

7. How much are the tickets?

a. Tickets are \$25 each. Please note this is not a fundraising event. We only charge enough to cover the cost of rentals, food, publication, etc.

8. How many tickets can a hostess buy?

a. Hostesses are encouraged to limit their purchase of tickets at their own table to 4 (5 if setting for 9) in order to ensure there are tickets available to sell to the general public. You may buy your entire table in order to be able to minister to women as the Spirit leads you. We just ask that you please remember the primary purpose of this event is outreach. The hostess needs to buy any tickets they wish to reserve for friends and family at their table at the time of sign-up. If not paid in full by Nov 5 tickets WILL be released for sale to the public.

9. What is the theme of this year's Christmas Dinner?

a. "Celebrate Jesus – "Wonderful Counselor"! This does not mean you must decorate your table to match our theme. It is your choice. We love the variety that is displayed every year!

10. What should I do for a center piece?

a. We encourage the use of flameless candles (battery operated) for this event. Please, no open flame candles (such as tapers or pillars)! Only candles in hurricanes or votives with 2 inch clearance above wick will be allowed. Flowers, evergreens, nativities, or anything that would bring the theme to mind would be appropriate. Be creative with items you already have, do not feel you have to go buy anything new. NOTE: Centerpieces should be no more than 14" high to allow for cross-table conversation.

11. How big is the table?

a. The tables are 72” round. This leaves approximately a 30” diameter of area available for the centerpiece.

12. What color is the tablecloth?

a. Black (only used for underlay!!!!) You need an overlay at least 72”!!!!

13. What is a table topper?

a. An at least 72” round or square piece of cloth set under the centerpiece and dishes. Its main function is to protect the tablecloth from stains and spills since we reuse the tablecloths from Fri. night to Sat. night. We do not have time to dry clean them between nights. In addition, it can also be a great enhancement to your overall color scheme/theme.

14. When can I set my table?

a. The church will be open on Friday and Saturday mornings at 7:00am. The tables need to be set no later than 12:00pm on the day of the dinner. We also have a Thursday night option for Friday night hostesses. Please call Jeanetta to arrange.

15. Why should I have my table set so early?

a. It eases the minds of the “stressed” out committee members to know that the tables are ready to go for the evening. In addition, it gives you an opportunity to add last minute items to the table, such as forgotten items (salt & pepper shakers), etc. if you want.

16. How can I get my stuff from the car to the table?

a. We will have handcarts and wagons available in the foyer. If you need additional help unloading, any committee member is more than happy to help unload.

17. Where can I put my extra boxes, etc. after I’ve set my table?

a. You can store all boxes, extra items, etc in G-4, the 5th-6th grade room, to the right of the gym or in G-7 to the left, depending on which side of the gym your table is on. Look for your table number marked on tables then store your items underneath. Laundry baskets with 2 handles are easiest!

18. How do I know which table is mine?

a. There will be a listing of hostesses and tables just as you enter the gym on a huge board. A MAP so to speak. Also, Jeanetta will have a master list and will be there.

19. When do I need to arrive for the dinner?

a. Please arrive, dressed and ready to go for a mandatory hostess meeting and prayer at 5:30pm. We will give last minute instructions, and you will have plenty of time to get coffee, water, etc. prior to the doors opening at 6:15pm.

20. What should I wear?

a. As this is a candlelight atmosphere, dresses or dress slacks with tops are appropriate attire. DRESSY CASUAL ATTIRE.

21. When and where can I sign up?

a. Beginning Oct 3 online (RMCCChurch.org). On Oct.15 & 22 there will be a table on the patio of the Life Center where you can physically sign-up. On Oct. 17 &24 there will a table in the gym lobby at Tuesday morning bible study.

*****There is an instructional meeting for ALL first time hostesses on Wednesday, November 29 at 7pm in G8. If you cannot attend for any reason please contact Jeanetta (480) 540-2681 ASAP and let her know. She will be going over all information in this packet and answering any additional questions directly to put your hearts and minds at ease and allow you to enjoy the Christmas Dinner experience yourselves. There will also be a video available online to help you get a feel for how the evening will go.*****

Dinner Service Checklist

1 – 72” round tablecloth or 74” wide square material will do

1 – Centerpiece, no more than 14” high

1 – Filled salt & pepper shaker set

1 – Unfilled creamer & sugar set

8 or 9 dinner plates

8 or 9 water glasses

8 or 9 coffee cups or tea cups & saucers

8 or 9 silverware sets (dinner fork, knife, spoon, dessert fork; coffee spoon optional)

8 or 9 cloth napkins

Optional items: votive candles in 2” above flame glass containers (battery-operated votives are best), battery-operated Christmas lights, decorations for 8 or 9 chairs

NO personal gifts at dinner, please!