

Welcome Hostesses
“Celebrating the Season of Hope”
2019 Women’s Christmas Dinner
Saturday, December 14th at 6pm

Thank you for making this year’s dinner possible! We appreciate your willingness to serve Moon Valley Bible 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 have any questions or concerns that aren’t clearly addressed within it, don’t hesitate to contact me directly.

Thank you again,
Jessica Miller
602-686-7573
miller.jessica.a@gmail.com

Dates to Remember!

November 10: Ticket Sales Begin.

Monday, December 2: Important hostess meeting. There will be a hostess meeting at 6:30 pm at MVBC. There will be new information and procedures to communicate about the dinner. We will spend time talking about the heart of the hostess, the flow of the evening and we will answer any questions you may have. All hostesses are urged to attend.

Day of the Dinner

Time Table for Hostesses:

8am-12pm: set up your tables, chat with friends around the room

12pm-4:45pm: Relax and get yourself ready for dinner

5:00pm: Meet in auditorium for brief prayer for the evening. Finish any last touch ups on table.

5:45pm: Doors open! Welcome guests as they arrive, introduce yourself to new guests at your table. Encourage them to roam the room and admire other tables.

Questions from a Hostess

1. When is the Christmas Dinner? Saturday, December 14th at 6pm
2. What does a hostess do? A hostess sets a table for 6-8, beautifies the table with a short centerpiece, welcomes those who are seated at the table and makes sure everyone at their table has what they need during the evening.
3. How much time will this take? Plan on 2 hours, plus the time of the dinner and program. One hour to set up your table in the morning, there is also some time disassembling your table after the dinner.
4. What is the purpose of the Woman's Christmas Dinner? Our primary purpose of the Christmas Dinner is outreach (Matt 22:39). And to practice hospitality (Romans 12:13). We want an event that our members can bring friends and family to that is welcoming, beautiful and delivers the true message of Christmas.
5. How much are tickets? Tickets are \$20 each before Nov. 25th. After that, tickets are \$25. This is not a fundraising event. We charge enough to cover rentals, food and programming.
6. What is the theme of this year's Christmas Dinner? "Celebrating the Season of Hope". This does not mean you decorate your table to match our theme. It is your choice.
7. What should I do for a centerpiece? We encourage the use of flameless candles. No open flame! 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 like you have to buy anything new.
8. What color is the tablecloth? White (provided). You may choose to bring an overlay if you'd like.
9. When can I set my table? Saturday morning starting at 8am. All tables must be set up by 12pm. If you need a Friday night option, please contact Jessica to arrange.
10. How do I know which table is mine? There will be a listing of hostesses and tables at set-up.
11. What should I wear? This is a candlelight atmosphere. Dresses or dress slacks are appropriate. Dressy Casual Attire.

Dinner Service Checklist:

Required Elements:

- 1-Centerpiece
- 1-Filled salt and pepper shaker set
- 1-unfilled creamer and sugar set and spoon (these will be filled just before the dinner)
- 6-8 dinner plates (not plastic or paper), dinner only -no need for salad or dessert plates
- 6-8 water glasses (no plastic)
- 6-8 coffee mugs or teacups
- 6-8 silverware sets: dinner fork, knife, spoon, dessert fork (no plastic)
- 6-8 cloth napkins
- No plastic or paper service items

Other important notes:

- We will be providing each guest with a takeaway item that will be presented during the program. Please no other personal gifts.
- You will bring home dirty dishes. You can prepare this by bringing some old towels to wrap your dirty dishes in or by separating them with paper plates for protection. Your silverware can be collected in a plastic Ziploc bag. All boxes or containers will have a room to be kept during the program.
- Table space awareness. When planning your table centerpiece, please keep in mind there will be other elements (which we will provide) on the table that can take up a small amount of space.

Important dates:

- November 10th- Ticket sales begin online (\$20)
- November 24th- Deadline for hostess sign-ups, tickets \$25 after today
- December 1st- Last day to sign-up to attend
- December 2nd - Hostess meeting 6:30pm at MVBC