



Hostess Responsibilities

Hostesses are given a discount registration ticket rate of \$25
Guest registration is \$35

Table Hostess Expectations:

Thank you for your willingness to be a table host for our Women of Purpose Spring tea. This is such a fun event to gather our women for connection and encouragement. It also serves as a great outreach event to invite friends, family, and co-workers.

We will have our tea in H100 and have 16 tables available. These will be round tables that seat 7 people each. Each table will have a white table cloth on it and will be available to decorate based on a first-come, first-serve.

Each table host will be assigned a table number and you will be responsible for setting and cleaning up your table. This is such a fun way to be creative and bless our ladies with your gift of hospitality. We will have servers to serve the courses and the tea.

Set Up Times:

Friday, May 20th from 10 a.m. - 3 p.m.

Saturday, May 21 from 9 a.m. - 11 a.m.

The hostess will need to supply:

Teapot (2), Teacups and Saucers (set with service for 7 guests)

Sugar and Creamer containers (1 of each)

Tableware of: One dinner plate (can bring chargers and salad/lunch plate to layer if you wish)

Table Centerpiece and Décor (height restriction for a centerpiece is 12" tall or less)

Church will provide:

Round table with 7 chairs

White table linen (you may bring your own table linen and/or overlay if you like)

Clear Plates, Clear Silverware, White Napkins

Carafe with hot water

Two flavors of tea

Sugar cubes and Creamer to fill your containers

Water pitchers and clear water glasses

Favors for your guests to take home (7 per table)

Nametags and place cards

Each table is as unique as the Hostess and it is fun to look at all the different styles so feel free to be creative and add your own personal touch! As a Hostess, your main responsibility is to love on the ladies at your table by making them feel loved and welcome. Please personally greet each of your guests, make introductions and facilitate small talk at your table, especially for new ladies. There will be an icebreaker during the welcome portion so we will need your help to facilitate and encourage participation at your table.

Day Before Tea

Choose and decorate your table. Tables are first-come, first served (no reserving).

Set Up Is:

Friday, May 20th from 10 a.m. - 3 p.m.

Saturday, May 21 from 9 a.m. - 11 a.m.

Gather church-supplied items from the Hostess supply table.

Day of Tea

Be at church by 11:00 am for prayer and instructions

Fill sugar and creamer containers for your table

Meet your server and give him your teapots to fill with the two tea choices

Be ready and seated at your table by 11:30am

Help facilitate connections, conversation, and bless your ladies with encouragement!

There will be a tea and program

When the event ends, please do not rush to pack up your tables; take time to thank your guests for coming, and be sure to invite them to church! Once your ladies have all departed, then you can pack up your supplies to take home. For your convenience, Room H104 is set aside for you to store your tubs/boxes during this event.

Once again, thank you so much for your willingness to serve!

Point of Contact: Denise Dotson denise@purposchurch.com Ext. 3019

