

2017 Spring Tea Table Hostess Checklist

It is completely optional, but we encourage table hostesses to show your creativity by designing your tables using your items. You may wish to share your favorite dishes or create a theme. We've had Disney princesses, Christmas in the Spring, "vintage" Girl Scouts, sports teams and many other fun and beautiful displays. Whether it's just the centerpiece or a full display, we need your help to be prepared for the big day. Please fill out this form and return to Paige McKee at development@wcferspokane.org by **March 20**. **All guests must be registered by March 27**. Please provide an **event reminder** email or phone call to your registered table guests by **March 29**. **YOU make this event a success - thank you!**

Table Hostess Name		
Address (if you <u>know</u> we have your correct address on file, you may leave blank)		
Phone (best number to reach you)		
Email (let's make sure we're up to date)		
Do you plan to fill a table of 8 or will you have open seats that we may fill?	<input type="checkbox"/> I plan to fill a table of 8. <input type="checkbox"/> I will have ____ open seats that WCFR may fill.	
Are you planning to provide all or part of the dishes, etc. for your table? If yes , please continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate which items you will provide and which items are needed from the venue.	Table Hostess	Venue
Centerpiece – Must be provided by hostess	✓	
Tablecloth (<i>table diameter is 60"</i>)		
8 napkins		
Flatware for 8 – knife, fork & spoon		
8 Dinner or luncheon sized plates		
8 Teacups and saucers		
2 Teapots – optional (2 silver carafes provided by venue – see below)		
Cream and sugar serveware (<i>hotel provides cream and sugar</i>)		
Filled salt & pepper shakers		
All tables will automatically include the following items:		
White tablecloth (you may remove or use under your own)		✓
Water glasses		✓
2 silver hot water carafes per table		✓

Here's what to expect on the big day...

- 9:00 AM** Volunteers at loading dock to help load in your tableware. Please check in at the "Volunteer Check-in Table" **before** you go to work on your table. You will have 90 minutes to decorate your table(s).
- 10:30 AM** Hostesses and volunteers return to the lobby to check-in/greet guests. Doors to dining room are closed. The mimosa bar will be open.
- 11:00 AM** Dining room doors open – time to enjoy the mimosa bar, check out the beautiful tables, silent auction items, and raffle ticket sales.
- 12:00 PM** Program and 4-course meal begin. Our emcee is KXLY Radio 920 5-8 AM host, **Kristi Gorenson**.
- 2:00 PM** Program concludes.