

Holiday Event Decorator's Information

- Your choice of Thanksgiving or Christmas theme
- Centerpiece (**height needs to allow for conversation**) Fake candles only, please. No flames.
- 8 Place Settings with utensils (plastic utensils are great because they can be thrown away) and napkins. Food will be served on clear, plastic plates that can sit on top of your plate or charger.
- Salt, Pepper, and Sweeteners. Or you can use a caddy from the kitchen.
- Due to the number of ladies we are expecting, **please do not bring your own glasses or coffee cups**. Drinks will be served in clear plastic cups from the kitchen. **Service goes faster if the clear plastic cups are used.**
- Multiple coffee stations will be available for self-service. Cups and creamers will be there as well.
- The Women's Ministry has white, cream, brown, and black round tablecloths available or you may provide your own. **Please wash before you return a borrowed cloth.**
- As the hostess for your table, please arrive by 5:30 so that you can greet your guests as they arrive.
- Food plates will be brought from the kitchen to your table. Dessert will be on the tables beforehand.
- Your table may begin eating as soon as their food is served.

Please do not enter the serving kitchen during the event.

You are not required to fill your table with guests, but you can. It is up to you. Karen will send emails asking for names of those you plan on having at your table beginning a couple of weeks before the event. Also, she will ask the week of the event how many spots you have available to be filled.

Decorating Times: Wednesday, November 20 at 7:30 pm to 8:30 pm or Thursday, November 21 from 9:00 am to 5:30 pm.

You can leave tubs/boxes in the Alcove after decorating.

**** Please text or call Karen @ (806) 702-3940 or email karen.salvato@iabc.org if you have any questions.**