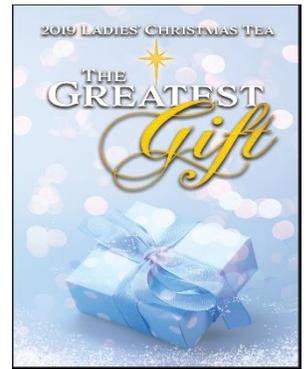


Ladies Christmas Tea

2019 Hostess Letter



Thank you for interest in decorating a table and/or hosting a table for the Ladies 2019 Christmas Tea!

We have exciting things planned for the Tea this year and we pray that you are blessed by being a part of making it a beautiful evening. Please indicate that you would like to host/decorate a table when you purchase your ticket.

Please read the following directions carefully.

1. We will be renting (36) 5' foot round tables and tablecloths. The tablecloths will be three-quarter length and white; **each table will seat 8 ladies**. *Tables will be assigned to each hostess after their ticket has been purchased.*
2. So that each lady attending is made to feel welcome and loved, seating is assigned and we assign and place a name tag at each seat for the event. For this reason, if you wish to sit with a particular lady or group of ladies, each of you must have purchased a ticket and indicated on the sign-up sheet the names who wish to sit together. This event usually fills up and we cannot hold seats for anyone that has not purchased a ticket.
3. So that the commitment of the table hostess is clear, following are the responsibilities of the table hostess:
 - A. She is required to sit at her assigned table as one of the 8 ladies.
 - B. She will be at her table by 5:00 PM, in time for prayer before the doors are opened.
 - C. She will be at her table to welcome & make feel comfortable, the ladies assigned to her table as they arrive.
 - D. Her job is to represent Jesus rightly as she loves on each of her guests and helps keep the conversation edifying and glorifying to God. The goal of the conversations is to glorify the Lord and share the love of Jesus with every woman seated at the table.
4. Women may sign up to decorate a full table (place setting for 8) or join efforts with another woman (each responsible for 4 place settings). We encourage women to be creative in combining their efforts so that each table looks "put together," even though the pieces may have come from different homes.
5. If a woman wants to decorate a full or half a table, she will sign up to be a TABLE DECORATOR/HOSTESS when she purchases her ticket at the bookstore or online. To sign up to decorate half a table (4 place settings), arrangement must already have been made with the lady that will decorate the other half and the other lady must purchase her ticket prior to event sell-out.
6. These women will have the option to be a table HOSTESS, at their table, the night of the event. If you are unable to attend the night of the event and just wish to bless the ladies by decorating a table, please contact Lisa Henderson so that she can assist you in assigning a hostess to represent your table for the night of the event.

7. If the table decorator also wants to be the table hostess, that is wonderful, but please see above item #3 with hostess responsibilities. If the hostess has guests she would like to sit at her table, have them indicate the hostess name in the space provided when they purchase their ticket (**WE CANNOT HOLD SEATS FOR ANYONE THAT HAS NOT PURCHASED A TICKET**).

8. If two women share the responsibility of decorating one table, they each may fill their (8 guests) tables by asking three friends/family (2 table decorators, 3 guests from one decorator, 3 guests from the other decorator = 8 place settings). If this is the case, then this table will be full and no additional ladies can be seated there. Please make sure all 8 tickets are purchased before sell out of event.

9. For each table, there will be one designated “table hostess.” If two ladies decorate one table, one person has to be the official “HOSTESS” and be responsible to actually hostess the table the night of the event. The name of the official table hostess must be made known to Lisa Henderson by **Sunday, November 24, 2018**.

10. ALL decorating of tables must be complete BY NOON on the day of the event. PLEASE DO NOT BRING LAST MINUTE DÉCOR ON THE EVENING OF THE EVENT.

11. The event will end at approximately 9 PM, however, we ask that dismantling be held off until 9:30 pm because the clinking of glass/dishes & silverware is very distracting to the ministry that is still happening at this time. At 9:30 PM, the lights will come up and tables may be dismantled.

12. The table rental company will pick up the tables and tablecloths promptly at 10:00 PM the night of the event. By this time, all tables should be cleared and the men servers will roll them toward the door ready for pick-up.

13. Please remember that this is our women’s ministry’s largest evangelical outreach of the year. Therefore, we approach this event in prayer asking that God would add to His Kingdom this night. Please make sure you are prayed up and ready to come and minister (serve). This is an amazing opportunity to share the love of Jesus this holiday season.

14. Please read carefully the Table Decorating Guidelines so you are aware of what is expected. We look forward to serving alongside you this Christmas season.

15. Someone will be contacting you to confirm your table and give you any further details. If you have any questions, please contact Lisa Henderson at 702-633-4240.

Thank you for giving of yourself to make this evening special for all those who attend. Please begin now to pray for those who will attend. We expect God to do great things in our midst.

“And let the beauty of the LORD our God be upon us, and establish the work of our hands for us; yes, establish the work of our hands” (Psa. 90:17).

Joyfully serving Him,

Kathy Morales

2018 Ladies Christmas Tea

Table Decorators Guidelines

1. Tables are available to be decorated from Thursday (noon – 8:00 PM) and Friday (9 AM – noon). If you are unable to commit to those times we ask that you have someone set your table for you or refrain from committing to decorating a table this year. Because we are renting tables, it is impossible to have more time to prepare the room. Thank you for your understanding.

2. Pictures are available from previous Ladies Christmas Teas if you are not sure how to decorate or if you need some ideas. We do ask that you **DO NOT USE** “Santa” and/or crucifix type decorations.

WHAT IS NEEDED FOR YOUR TABLE:

A. Place setting for 8– this includes:

10” dinner plates

Silverware (silver plastic wear is acceptable)

Water glasses (please do not put napkins in glasses)

Tea cups and saucers

Creamer and sugar **CONTAINERS** (CCLM will provide creamer)

Sugar & Sugar substitute (the can be packets or loose)

Napkins

Centerpiece (must be shorter than 12” so it does not impede table conversations)

Any other decorations, small gift (optional), candies, confetti, etc.

Candles: There MUST be something underneath the candles to catch ALL the wax. We will ask you to remove any candles that do not meet requirements. If the tablecloth is ruined due to candle drippings, the table decorator(s) will be responsible. It is suggested that you use dripless candles and/or self-contained candleholders.

It may be helpful if you choose a theme for your table. For example, all red and green, blue and silver, candles with gold accents, snowmen, snowflakes, candy canes, etc.

WHAT IS **NOT** NEEDED FOR YOUR TABLE:

- A. Tablecloths (each table will be provided with a white, three-quarter length tablecloth. This will be returned at the end of the event. If you want to put tablecloths, material, runners over the white that is fine.
- B. A gift is not needed for the ladies at your table.
- C. All guests will receive a take home gift from CCLM, so it is not necessary to provide one for your table.

FINAL NOTES:

- A. **All tables must be decorated by noon on Friday, December 7th. NO EXCEPTIONS** – please plan accordingly.
- B. Remember there will be no accommodations made for special diets.
- C. Pray, pray, pray... We pray you will be greatly blessed and be a blessing at this year’s Ladies Christmas Tea. Thank you again for your willingness to be part of what God is doing at CCLM. We are expecting great things to take place this night that will remain for all of eternity.
- D. On the night of the event, the doors will open at 5:30 PM. All hostesses are asked to be in the sanctuary for final instructions and to pray at 5:00 PM.
- E. The events end between 9:00 – 9:15 PM, but teardown of tables does begin until 9:30 PM due to ministry going on.

Until the whole world hears,

Kathy Morales

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I HAVE READ AND UNDERSTAND THE LADIES CHRISTMAS TEA 2018 “HOSTESS LETTER” AND “TABLE DECORATING GUIDELINES” AND AGREE TO COMPLY WITH THE GUIDELINES SET FORTH THEREIN. (Please sign and return to Lisa Henderson or the bookstore).

Printed Name: _____

Date: _____

Signature: _____