



It's fabulous you've agreed to host a table on Saturday 31st October at the Hope Vineyard Ladies High Tea – an event especially aimed at those who don't know much about God or church. Thank you for being a key part of this event.

We're writing to you now with some details for the day so you can begin to think and plan for what you need to do as a table hostess.

YOUR ROLE

Your role as a table hostess is to offer the gift of hospitality in a gracious, Christ-like manner. We want to bless all who come and a huge part of this will be through the welcome we give our guests and the way we serve them. It's just like entertaining in your own home, except you don't have to clean the house, or cook and bake - we'll organise that for you!

WHAT YOU'LL NEED TO SUPPLY (If you'd like to host but don't have any of this please ask for help, we can find all you need.)

For each person at your table;

China tea cup or mug; water glass; side plate; teaspoon and (if you're going for a fancy look) fork.

Note to self: now would be a good time to sneak into your grandmothers or mother-in-laws bone china cupboard to 'borrow' a set of her best.

And also;

Water jug

Tea pot

Coffee pot

Sugar bowl (if you're going for the up market sugar cube look that's on you!)

Milk jug

Tiered serving plates 2 of; one sweet and one savoury

Table cloth

Napkins

Table decorations, perhaps a floral centrepiece (leave space for the food though)

Container to take dirty dishes home

WHAT WE'LL SUPPLY

Manpower (literally) in the kitchen to prepare your hot tea and coffee

4-5 savoury items for the savoury course

4-5 sweet items for the sweet course

Milk and sugar as needed

Home-made lemonade as a cold drink for the savoury course
Tea and coffee for the sweet course
Entertainment by way of a local band, story teller
Spot prizes as give-aways
\$1 raffle prize draws people can opt to buy into (so please ask them to bring loose change)
The room set-up with naked tables and chairs awaiting your decorations

SCHEDULE FOR THE DAY

11.30am	Table set up. Come for as long as you need to set up. Tea and coffee pots and platters are to be delivered to designated areas
11.45am	Hosts briefing
1.30pm	Finish set up. All tables to be complete
1.30pm	Catering team. Fill milk jugs and sugar bowls
1.45pm	Doors open to guests
2.00pm	Event including musical items, delectable delights (savoury and sweet courses), story, opportunity for people to wander and look at the table decorations, plenty of time for conversations
4.00pm	Event finishes
4.15pm	Table pack down. Hosts to take home dirty dishes

TICKETS AND TABLES

Every guest must have a ticket.

We have you booked to host a table that seats either 5 or 8 people (including yourself). If you are taking all the tickets to sell we'll get the tickets to you and you can return the money and the names of the people at your table to us by 7th October. If you wish to release some of the tickets back to the church to sell so you have a friend-waiting-to-be-met at your table, just let us know and we'll arrange that.

Please remind your guests that we'll have a basket collecting ladies person items to be gifted to the Women's Refuge.

Tickets are \$15 per person. As a table host there is no charge for your ticket. We've decided on some simple rules to keep the event as comfortable as possible for everyone.

The rules: no children (except nursing babies), each person must have a seat of their own, attendees are to be 16 years and older.

DIETARY NEEDS

If you are aware of someone on your table with a dietary need please let us know. We cannot guarantee to meet it but we will endeavour to try.

Please don't hesitate to contact us if you have any questions or concerns. We'll email you closer to the time with other details. For further information check out the Hope Vineyard website on <http://www.hopevineyard.nz>.

The High Tea Executive Mostess Hostesses;

Gail Marquet, Gráinne Read, Heather Butler, Helen Pollard, Karen Worboys, Lydia Read, Nicola Scott, Rosanne Eustace.