HMUMW Ladies Christmas Dinner
Table Decorator Information
Friday, December 3, 2021
Hamilton Mill UMC
Doors open at 6:15pm

Thank you so much for registering to provide a centerpiece for a table for the dinner! We are excited that we can have the dinner this year and look forward to seeing each of you. Please read the following information to help you prepare for the evening.

We will not be assigning seats for this event. If you would like to invite ladies to sit with you at your table, we ask that you 1) let your guests know in advance to seek out your table on the night of the dinner, and 2) be present at your table when doors open at 6:15pm so that your guests will be able to locate your table. We also ask that you invite no more than six people so that there will be open seats for those guests who are coming by themselves or with a friend.

We will provide place cards for you to put at the seats for your guests. Open tables will also be available. You will have place cards for any open seats at your table.

All guests must register ahead of time and pre-pay for the dinner. Please remind your guests so that no one is disappointed the evening of the dinner.

Hostess Responsibilities:
Other than providing a centerpiece for the table, your main responsibility is to make each person at the table feels welcome and comfortable.

Decorating Timeline:

- You may begin decorating your table at 10am on Friday, Dec 3. All tables must be decorated by 3pm. If this is a problem for you, please contact Linda Calhoun (678-429-92849) to make alternate arrangements. Store any boxes used to transport decorations under your table or return them to your car.
- NOTE: You may use the portico area to load/unload only. Do not park in the portico. You may NOT be in the portico area at all between noon and 1:15 due to the preschool car rider pick-up.
- **No one will be allowed in the sanctuary before 6:15pm on the evening of the dinner as the men will be putting food on the tables and we do not want to get in their way. Doors will open at 6:15pm for table decorators and all other guests. If you need to light candles on your table, this can be done immediately after doors open at 6:15.**

Decorating Guidelines:

The church will provide:

- **Due to COVID, we will be using mostly disposable items for serving the food and drinks.**
- A 90-inch round, white tablecloth will be on the table. Each table will seat **eight** ladies comfortably.
- Water/tea glasses will be placed on all tables.
- Chargers will be placed on each table. We have silver, gold, red, and bronze. The meal will be served buffet-style, except for the salad and dessert.

- Salad and dessert will be on the table when guests enter at 6:15pm. Clear plastic plates will be provided for the main entrée on the buffet table. These will be placed on the chargers.
- Paper napkins, plastic silver flatware, cups for coffee will be provided.
- Salt and pepper, sweetener and creamer, and butter will be provided.
- Carafes for coffee will be available.

Decorators will need to provide:

- Decorative centerpieces
- A table runner/topper may also be added for holiday color.
- Matches/lighters or batteries for candles

Plan to pack up/clean up your centerpiece immediately after the dinner. Most of the items will be disposable. The men will be clearing the tables. **Please leave the tablecloths and any HMUMW chargers, goblets, and coffee cups on the tables.**

Guidelines for Decorations:

Be creative and have fun, but **PLEASE** stick to these guidelines! Don't feel like you need to spend a lot of money. Keep it simple.

- Theme – TBD
- **Glitter** – it does sparkle, but it is almost impossible to clean off the chairs and the carpet in the sanctuary. Please do not use glitter!
- **Taper Candles –** For safety reasons, we cannot permit the use of lit taper candles on the tables. Dripping wax also ruins the tablecloths. Votive or pillar candles in containers may be used; battery-operated candles are recommended.
- **Electrical Cords** – We cannot permit use of electrical cords. Battery-operated lights are great!
- **Centerpieces –** Please limit the size of your centerpieces to no more than 24-inches across and 12-inches high to allow each guest room to eat comfortably, to enjoy unobstructed table conversation and to see the program.

Thank you for helping make our dinner a wonderful celebration for the women of HMUMW!

Here are a few examples of table decorations (note this year it will just be table decorations)

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Welcome!