

CREEKSIDE CHRISTMAS COFFEE

Our theme this year is "HIS STORY, OUR STORY". Registration is on-line and the cost is \$15. YOU MUST REGISTER asap! Registration opens November 7, so we suggest you do it on opening day. Please choose your area(s) of interest to help serve. We will be in touch with you regarding our greatest needs. Thank you for your interest in volunteering for the Christmas Coffee.

Greeter Instructions

Greeters will play a key role in the success of this event. We are seating over 400 people this year.

Our goal is to WELCOME people to the event and help them to find a seat. Put on your best smile! This may be the person's first exposure to our church and may or may not have heard of Jesus.

Plan to arrive at the event no later than 9:15. Check in and get your name tag (and clipboard if assigned at interior doors).

Instructions:

1. Welcome ladies by opening exterior doors, helping with umbrellas if rainy, and providing instruction for check-in.
2. Instruct them to check-in at the tables according to their last name.

or

1. Determine if the guest has a Table Hostess that they are trying to find. You will have a clipboard with Hostess locations listed. Direct them to find their table and get their coffee/tea. There are 48 tables. You will have a map of the room and where each hostess is located.
2. Promptly go to the next ladies needing to be seated and repeat the process.
3. If people need to find seats, ask how many are in their party and look for available seats. There will be pieces of red ribbon placed over the backs of the unreserved seats, so look for chairs that have the ribbon.
4. If there is a large party, tell them you will try to seat them together or as close as possible.
5. There will be some designated seats on the right and left outside edge for people with wheelchairs or walkers.
6. As there will be so many ladies in attendance, we need to be efficient with our time – please try to return to the Atrium to welcome and guide other ladies.

Check-in Instructions

Check-in volunteers will need to be at their table in the Atrium by 9:15 AM. Upon arrival, go to Room A-1 (behind Higher Grounds Coffee) to check yourself in and be assigned a table. You will receive a master list for the corresponding table and a list of the table hostesses with a map of their locations. This will be used to help ladies find a hostess if they have already made arrangements.

There will be four tables in the Atrium to accommodate the check-in process. Each table will cover different sections of the alphabet. Attendees will have pre-registered for the event and have been instructed to show their email confirmation, either printed or on their phone.

As ladies arrive, provide a warm welcome and ask to see their confirmation. Mark their name on the master list and ask them if they have already arranged to sit with a particular Table Hostess. If they give you a name, find that hostess on the floor plan provided to you. Locate the Table Hostess and their table number. Give the person the table number and show them the location of the table in the room. The greeters will also be able to assist ladies in finding hostesses or open seats.

Let them know that if they have purchased a Cookbook, pick-up will be at the same check-in tables in the Atrium after the Coffee.

Lastly, thank them for coming and that you hope they enjoy the Christmas Coffee this year.
Wear your best smile!

Table Hostess Instructions

To seat more people, we have revised our seating to include 12 sets of rectangular tables down the center of the room. These tables are two eight-foot tables placed together. They will seat 12 people each. You can choose to decorate a round or a rectangular table. Decorations for the rectangular tables will not be able to be very wide, round tables should have decorations under 18" wide and all table decorations should be under 14" high so people can see over them. Sample photos are below. Our colors this year are red and silver, but you do not have to use these colors. No live candles can be used but battery operated are fine. Setup is Friday Dec. 6 from 3-6 pm. If this time frame does not work for you, please contact Jennifer Highley for other options.

As a Table Hostess your responsibilities are:

- Provide a centerpiece that coordinates with the Christmas theme.
- Bring paper napkins (8 or 12) for your table, along with a table runner, chargers or placemats. There will be a white tablecloth already on your table. If you would like to provide your own tablecloth, please let Jennifer know.
- WELCOME and facilitate introductions among your guests; icebreaker ideas will be on your table. Remember that some seated at your table may be relatively or totally new to Creekside and they may not even know Jesus.
- Have a welcoming, willing spirit!
- At the end of the event, we will separate tablecloths that need laundering and those that do not.

Women's Ministries will provide:

- Food, coffee, tea, and water
- Plates, cups, utensils
- Favors- You are welcome to bring a simple favor for the ladies at your table if you like.
- No donations will be collected this year.

Food will be a fruit & yogurt parfait, a (meatless) breakfast burrito and a Spanish roll (aka Senorita bread).

Each year we are challenged to make sure people feel welcome and included. Please be open to people you don't know coming to your table. Welcome them with open arms! Open seats will be designated by red ribbons put on them the evening before when we set up. Come early on Saturday (9:20 at the latest) to check-in. Name tags will be at your table with a Sharpie for guests to write their names.

If you have questions, please call Jennifer Highley at 916-796-6856. Leave a message and identify yourself as an interested Table Hostess.

Table Sample Photos

