**Hostess Responsibilities:**

Hostesses are to arrive one hour prior to event start time. They will be directed to the Hub area for a pre-event meeting.

Each Hostess will select a number which will be their assigned table.

Each Hostess will be given a corsage to wear which will be returned at the end of the program to bin at the Kitchen Window.

Hostesses are to be at their assigned table no less than a half hour prior to event start time, and stay at their table while the ladies are arriving and finding seats.

Hostesses are to:

* Greet the ladies and converse with them as all are arriving.
* Orchestrate introductions of the ladies at their table and tell a little about themselves.
* Have anyone that does not have a nametag fill one out
* Have the ladies fill out interest Cards if they wish – encourage them to fill them out if they have never done so before
* Water will be on the tables
* Extra pitchers of water/tea will be at the back of the room on the shelf near the kitchen entrance
* Coffee and Iced Tea will be on the coffee bar with creamers and sugar/sweeteners there as well
* Offer to get coffee or tea for anyone who wants it or they can get their own if they like.
* When the meal is served, offer to assist someone at your table who may have difficulty walking or handling her plate and then go back for yours later.
* Follow instructions for removing plates, bowls, utensils when your table is finished eating.

**Table Discussion**

You will be given direction on table discussion and any program requirements you will be required to perform at the Pre-Event Meeting. You can begin the discussion when the food starts being served. These questions are to be for conversation starters and hopefully everyone at your table will want to participate. Try to keep everyone engaged in conversation – not just private conversations with 2 or 3. (Tailor to Monthly Event for Team Needs)

**End of Event**

* Place interest cards that have been filled out in the clipboard provided
* Bring clipboards, blank interest cards, pens, markers, nametags, hostess templates and gluten free cards and corsages to the kithen window and place everything in the appropriate bin provided.
* Help clear the table – if applicable, remove the table cloth and place in the trash bin at the door. Do ot fill trash bags beyond the cover line. If necessary ask a team member to pull the trash out and place a new bag in the binl
* (Special instructions will be provided if cloth tablecloths are utilized).

Thank you for participating as a hostess. The Team greatly appreciates your help in assuring the ladies are enjoying their time with us.

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