

# Family Christmas Banquet Table Host Information Sheet

Thank you for considering being a table host this year. One of the things that makes our evening so special is the personal touch that is put into the evening. It is up to you if you want to decorate in a whimsical, classic, or just plain fun way. This year, there is a special prize for the best table, but overall, this is simply to add some fun to the evening and to make our tables as welcoming to others as we possibly can.

Please read through this sheet to see if this is something that you would like to do. If you decide that you would like to host a table then please sign up at the table after the service, or email Michelle or Tracy at [office@bachurch.com](mailto:office@bachurch.com).

## You are responsible for:

- Decorating your table in a festive manner. You will be decorating a round table that seats 8. If needed we may also have to use our long tables. This includes cups, plates, table cloth, cutlery, center piece, and anything else that you think would be fun. There will be prizes awarded at the end of the night for the **table decorating contest**.
- We would like to have all tables completely decorated no later than 6:30. The church will be open from 9 am on during the day if you would like to come in earlier. You could also come in on Thursday afternoon to set up if that is more convenient. When you come to set up please go directly into the Auditorium. Choose a table, and get set up. It is helpful to bring all your items in a box or laundry basket. When you are finished decorating please bring your box/basket into the Boardroom, where it will be stored for the remainder of the evening.
- After the table is ready, the most important thing is to make others feel welcome. Invite someone to come and sit at your table. While it is fine to ask some of your friends to sit at your table, please keep in mind that there will be people attending who are new and don't know many people.
- **Please take this opportunity to keep a couple places available for someone you don't know.**

# The following will be available in the Board Room for you to use if needed:

- Plastic cutlery
- Clear water pitchers for your table.
- Salt & Pepper shakers
- White paper napkins
- We have round green, black and navy blue tablecloths. Please let us know asap if you will need one of these. We would ask that you please launder it and return it to BAC within 3 or 4 days as we do have other events coming up where the tablecloths may be needed.
- In the past hosts have brought buns and margarine. You do not need to do this as we will supply these. They will be on the food tables in the Welcome Hall.



Most importantly - have fun!

If you have any questions or concerns at all please give either  
Michelle or Tracy a call in the office at  
905-791-1510 or email at [office@bachurch.com](mailto:office@bachurch.com)

Thank you for being an important part of the Christmas  
Family Banquet. This will be a great evening as we celebrate  
our Lord's birth together as a family!