



Table Decoration Information Sheet

Christmas Extravaganza

Dates and Times:

Christmas Extravaganza - Friday, November 22nd - 6:30 PM *Doors open at 5:30 PM

Table Decoration:

Wednesday, November 20th	7:30 AM – 9:30 PM
Thursday, November 21st	7:30 AM – 9:30 PM
<p>The alarm will not set until 11:00p.m. so you may continue decorating after 9:30p.m., but the doors will be locked- you will not be able to get in unless someone is there to let you in. You must be out of the building before 11:00p.m. <u>No decorating will transpire during Wednesday night service times.</u></p>	
Friday, November 22nd	7:30 AM – 12:00 PM
<i>All tables <u>must</u> be completely decorated by noon on Friday.</i>	

Tickets:

All tickets will be emailed out and may be printed and distributed to guests, but they are not needed for admission. Tickets are used as a guide for getting people to their correct table and seat.

Pictures from previous events:

https://christmasextravaganzarrbc.shutterfly.com/#%26emid%3dsite_addmembers%26cid%3dSHARE3SXXXX

Decorating Checklist:

Necessary

Tablecloth	Some women choose to use their own table cloths of a variety of colors, but white table cloths are available for anyone that would like to use one. They are in bins on both the upper and lower decorating areas. Downstairs: Outside room D-109; Upstairs: Outside kitchen
Plates	China or other dinnerware is fine. We will provide a clear plastic plate to serve the food on so that your dishes are not dirtied or scratched.
Glasses	Crystal or other glasses are preferred. The women do use these glasses during dinner for their drinks.
Flatware	Metal or metal-look plastic is preferred. The women do use your flatware during the meal.
Centerpiece	Please keep the height of your centerpiece low enough to allow viewing for all women, including those at the tables behind you. Table decorations may not be hung from the ceiling or attached to the walls of the church. You may not run cords to electric outlets.
Candle light	We encourage candles on the tables due to the lights being dimmed. You may also use battery operated candles or lights. Please bring a fire extinguisher to go under your table if you have one available.

Optional

Napkins	Cloth napkins are used by many women, but are not required. Paper napkins are available at the buffet stations.
Place cards	Some ladies add place cards for their guests. If you do not know the names of the ladies at your table, your place card may say 'Special Guest'.
Attendee gifts	Some ladies like to give little candies or trinkets; this is nice but not required.
Tea/water pitcher	<p>If you would like to bring a tea/coffee pitcher from home, there will be designated areas for filling them. Please make sure you serve all the ladies at your table with the beverage to prevent being wasteful. Buckets are available after the event during clean-up to pour out remaining drinks.</p> <p>Drinks and ice are available after 5:30 PM. Please wait until 5:30 or after to fill your glasses and/or pitchers.</p>
Salt/pepper	If you have small salt and pepper shakers, you can include these on your table for your guests.

Other helpful information

Boxes and bins used for carrying your decorating items into the building can be left in the Sunday school rooms along the walking track and gym floor. Please be aware that many people may need to leave things, therefore you will need to condense your things as much as possible and stack them tightly and neatly. Also, please be reminded that these rooms will not be monitored during the event, so valuables should be carried back to your car and locked if you have concerns about leaving them in an unsecured area.

Parking passes will be on your table when you come to decorate. Please display them on your dash when you arrive for the event Friday evening, so the parking attendants will know to park you in the decorator lot for easy access.

Please be very aware of guests at our event and make every effort to make them feel welcome and comfortable. This includes the guests at your tables, of course, but extends to the guests at the tables around you as well. If you see any issue that you can assist with, please take the initiative to do so. If you see something that should be brought to the attention of the event team, please text Marcy (770) 315-9566 or Beth (770) 853-7404.