

HOSTESS GUIDELINES
2017 FALL DISTRICT MEETING
Eagle Eye, Oct 11, 2017

Table Hostess Name _____ Table # _____

After checking in at the Registration Table and receiving your special name tag, table assignment and other materials, please proceed with the following:

1. Find your numbered table. Assist others who are looking for their table.
2. Place your Hostess sign at your place setting and be sure there is a Bid Sheet near the table centerpiece.
3. When a guest arrives, greet them and introduce yourself, explain the layout of the facility as needed (coat rack, bathrooms, etc.). Point out where the refreshments and vendors are located. Let them know the meeting will start at 9 am.
4. When appropriate, have guests introduce themselves. Stimulate conversation during the day. Pass beverages around the table. Encourage everyone to bid on the centerpiece.
5. During the breaks, encourage guests to look at the Display and Vendor Tables and the Silent Auction items.
6. At Lunch, those who have ordered a special meal will have a card with their name tag. Remind them to place it on the table before lunch is served.

Centerpiece Instructions

The centerpieces will be sold at silent auction. A bid sheet with the table # is placed at each table. The minimum bid is \$5 and further bids are in increments of \$1 or more.

Bidders may bid only on the centerpiece for the table where they are seated.

Bidding will close at the end of the Afternoon Break. At that time, collect the winning bidder's payment and place in the labeled envelope provided. Payment may be by cash or by check made out to Meridian Garden Club, Inc. A Credit Card reader is available if needed.

At the end of the meeting, give the centerpiece to the winning bidder and turn the envelope in to Brigitta Bruning, at Table 19.

Note: Hostesses are free to bid.

Winners of table centerpieces will not be announced from the podium.

Thank You for your help!

SAMPLE