

# TABLE HOSTESS GUIDELINE



## 1. WHAT AM I SUPPOSED TO DO AS A TABLE HOSTESS?

- Invite 9 guests to sit with you at your table  
(*We will fill seats you don't fill*)
- In this packet you will find 15 **Conference Flyers** to invite your guests
- Arrive at 11:30am the day of the event for Table Hostess Meet-Up and Brief
- Attend all scheduled Hostess functions
- Call your guests to follow up and finalize your RSVP list
- Be sure all guests have registered and noted you as their Table Hostess for table assignment
- Facilitate table discussion and coaching exercises throughout event
- Attend the "Big Picture Event" following the conference
- Remind your guests to register at the website: [www.womensleadershipadvantage.com](http://www.womensleadershipadvantage.com)

## 2. DATES TO REMEMBER

- **Table Hostess Luncheon** (Introduction to Team and Role): **Feb. 27th, 1:00pm**, Cheryl Dore's Home
- **Hostess Training: March 22, 6:00pm** Cheryl Dore's Home
- **Table Hostess "Kick-Off" Party: April 20th, 6:30pm** Marlee Huber's Home
- **Table Hostess Meet-Up & Brief: May 20, 11:30am** Lynnwood Convention Center
- **Big Picture Event** following the conference: **June 7, 6:30pm** Marlee Huber's Home

Cheryl Dore's Home:

[cheryl\\_dore@msn.com](mailto:cheryl_dore@msn.com)  
7605-137th AVE SE  
Snohomish, WA 98290  
425-760-4057

Marlee Huber's Home:

[marlee@marleehuber.com](mailto:marlee@marleehuber.com)  
5004 Dover Street  
Everett, WA 98275  
425-210-7775

## 3. TIPS FOR A TABLE HOSTESS TO INVITE PEOPLE

Perhaps go through your address book and identify women you know who are struggling to secure identity and purpose. Consider women on your block, in your church body, or on your ministry team who would be greatly inspired at an event designed to do just that. Consider women who could take the vision and implement it within your own women's ministry.

## 4. ROLE AT THE EVENT

- Arrive at the Lynnwood Convention Center by **11:30am, on May 20th, 2011**
- Sign-in at Registration
- Pick up your Table Hostess packet with Coaching Exercises
- Meet in Room 1C at 11:30am for Brief and prayer
- Be at your table 15 minutes early to greet your guests as they arrive at your table
- Come prepared to minister in word and in prayer to the women at your table, encourage them as they share gifts, dreams and passions
- You will be their number one liaison throughout the event participating with them and experiencing it for yourself

## 5. AFTER THE EVENT

A nice finish would be to follow up with your guests sending email encouragements to those who have shared their contact information with you. Any help you may be able to offer in packing up is appreciated, but not expected. Be sure to attend the **Big Picture Event** and celebrate God!