

## Hostess Committee Duties

Members are enlisted for each meeting.  
These members are responsible for the comfort and enjoyment of the members attending.



### Head Hostesses (2 each month)

- Notify your hostesses one week before the meeting to remind them of their commitment and to outline their duties; perhaps mail or e-mail them a copy of this page early and then call them a few days before the meeting to remind them.
- If a regular meeting, organize committee members to provide refreshments and décor. The club is providing ALL paper products-including tablecloths. We are also providing the silverware. The hostesses shall, if they wish, bring a centerpiece and the food items they wish to provide including coffee, tea, sugar and cream. Cost of coffee, tea, cream and sugar should be divided among the hostess committee. (Keep your receipts) We use the church's coffee pot, which takes about 1 hour to brew.
- If short on supplies, you will find a stash of extra items marked Antioch Woman's Club in the kitchen area of the church. Do not use items not marked AWC.
- Keep receipts for items purchased; cost will be divided among committee members.
- Plan to arrive an hour and a half before the meeting to set up and to stay late in order to clean up tables. Enlist help from committee members. Please do NOT start cleanup during meetings or programs.
- Secure someone from the committee to give a "thought of the day."
- If a luncheon meeting, request committee members to provide a \$15 donation to be used for centerpieces instead of a dish for the table.
- If a luncheon meeting, select someone to present the "prayer before the meal" and a "thought for the day."
- At a luncheon meeting, be prepared to hold the drawing for the centerpieces after the meal.

### Hostesses

- Bring assigned food items for regular meetings.
- Arrive early at the meeting in order to help Head Hostesses set up.
- Plan to stay late to help with cleanup. Please do NOT start cleanup during meetings or programs.
- Be prepared to share in the cost of coffee, tea, cream, sugar, etc.
- If you find you cannot attend your assigned meeting, **FIND A REPLACEMENT AND INFORM THE HEAD HOSTESS WHO THAT WILL BE.** Be sure to let your replacement know what you have been assigned to bring and do.