



Welcome (potential) Table Decorators!

We are so grateful that you are interested in learning more about decorating a table and welcoming the ladies God will bring to this event!!

*Our vision for this event is to create a **welcoming, encouraging, Christ-focused environment** for women seeking community and hope during this holiday season.*

A few facts about this event for you to know/share:

- RPWM will provide hot tea (and other drink options) and light “tea bites” menu.
- Debbie Stuart will be our guest speaker!!
- We are excited to approach this event as **an outreach opportunity** for the ladies of our community. We hope to help ladies build community and find a safe space to grow in their relationship with Jesus.

What does a Table Decorator do?

As a Table Decorator (or team), your role is to create a space for women to feel seen, welcomed, and comfortable. Your table will be a place for connection, laughter, and sweet, Christ-centered moments together.

Each Table Decorator/team will:

- **Decorate** one table with a cohesive Christmas theme.
- **Provide** place settings for each guest at your table.
- **Arrive** early to set up your table and stay to clean up your table (see below).
- **Welcome** the ladies and help create a warm, encouraging environment.

Items to Bring

The following are items Table Decorators will provide to bring your “design” to life:

- **TABLE COVERING** for 60” round table: Tablecloth, placemats, chargers, plates as chargers, paper placemats, OR runners.
- **CENTERPIECE** (Christmas-themed is encouraged!) that is low enough for conversation and doesn’t obstruct the view of our speaking platform for others.
- **OPTIONAL EXTRAS:** Additional décor like greenery, flameless candles, ornaments, garland, etc.
- **PLACE SETTINGS:** enough for 8 guests:
 - plate (dessert or salad size)
 - teacup and saucer OR any decorative cup
 - napkin (cloth preferred, no required though)
 - fork and spoon
- **STORAGE:** laundry basket or sturdy bins to transport everything (we can store these during the event for easy cleanup)

Please note: Do not pin or secure anything to the chair fabric.

Optional Touches

These are **not required**, but can add a special touch:

- Small favors or treats
- A handwritten note or Scripture
- RPWM will provide a gift for each attendee as well

Please note: RPWM is providing the tea and bite-size snacks and desserts; we try to accommodate our (many) gluten-free friends. Please take that into consideration when you provide any treats for your ladies.

Timing & Tone

1p – Worship center open for table décor/setup

5p – All tables set/ready

6p - Volunteer prayer huddle

6:30p - Event begins

Please note, it’s **critical** to have your table set/ready by 5p and ready to greet ladies at 6p.

Because our event is focused on **providing the ladies a welcoming, calm, and Christ-focused environment**, we are asking you (and all ladies) to refrain from seat-saving. If ladies want to sit together, we ask that they arrive and enter together when the doors open.

Please note: We need your help to set the tone by being flexible and welcoming to whomever sits at your table. You will have 2 reserved seats at your table if you'd like (see below).

Registration Plan

- **October 1 registration OPENS** for all!
- All confirmed Table Decorators will get an early registration link AND a discount coupon code the week before October 1.
- Tables and risers will be available for seating.
- Table Decorators will get **two “reserved” signs** to use at your table.

Other Serving Opportunities

Like all RPWM events, we'll have SEVERAL ways to join our volunteer team if decorating doesn't sound like a fit for you. As the event draws closer, we'll be looking for ladies to:

- Welcome/greet
- Assist with setup/decor and clean up
- Serve on our prayer team
- Help with A/V or production needs

Watch your email and our website for these serving opportunities as we get closer!

Thanks for Your Time!!

If you are IN, you can tell us today. Or, if you need some time to think/pray about the decision, just email us by July 1 to let us know.

Please note: We are limited on the Table Decorators we can use; if we get all tables committed, we'll ask for teams to form OR help with other decorating opportunities!