

Hospitality Guidelines

According to our Bylaws and Standing Rules each member is asked to serve as hostess for the meeting of their birthday month. Please refer the guidelines below for instructions.

1. At least two persons should arrive at Givens Community Center no later than 6:15 P.M. to set up the registration table.
2. Tables and chairs should be set up according to the Program Chairman's instructions. Tables need to be set up in the back of the room with signs for committee chairmen and at least two tables in the front for speaker and officers. Sometimes more are needed.
3. Supplies to be taken out of the locker should include: door prize tickets, a container for the door prize tickets, stick-on name tags and pens.
4. A sign-in sheet should be gotten from someone at the membership table.
5. When members and guests arrive, they should be checked off the sign-in sheet and given half of a door prize ticket. If they do not have a name tag they should be given a stick-on nametag.
6. If someone wants to order a nametag, complete an application for renewal or new membership, or has questions about receiving their newsletters, they should be referred to the membership table.
7. Assign someone to handle the Block of the Month drawing and Fat Quarters Exchange. Also, sometimes helpers are needed to display quilts for a speaker.
8. A count should be taken from the sign-in sheet of members in attendance and guests in attendance. This information should be given to the Membership Chairman. The President will call for this information during the business portion of the meeting.
9. The president will indicate when it is time for door prizes. It is the responsibility of the hosting group to draw the tickets and distribute the prizes.
10. At the end of the meeting all items should be returned to the locker.

Thank you for your help, and Happy Birthday!