

Table Host Instructions

At your table you will find a bag situated at the "Table Host Reserved position" containing:

- "Hello My name is" sticker name tags for your guests
- Vivid & Biro/Ball-point pen
- Note for recording any guest special meal requirements
- Rubbish bag
- Special meal signs
- Feedback Forms

Key responsibilities:

- Greet your guests as they are ushered to your table and introduce yourself. Ask them their first name and write a name tag sticker and hand to them to put on themselves.
- **Special meals** - (please ask your guests if they require a vegetarian meal).

The two main meal options are:

1. Full meal - seasonal vegetables served with both roast lamb & roast chicken
2. Vegetarian option. Seasonal vegetables with Vegetarian Lasagne (which is also gluten free and vegan).

Gluten free Christmas puddings are available on request. Limited number available.

Record on the special meal note if you require any vegetarian meals or gluten free christmas pudding to be served to your table and the number required. **Place a special meal sign in front of the guest/s requiring the meal** (place where the top edge of the dinner plate would be). Your completed note will be collected from you **by 12:05pm**. If you do not require any special meals, please still complete the note, and write "no special meals needed" - together with your table number on it.

- Drinks – please refresh as needed. You can get additional bottles from either of the drink stations which are situated outside the back of the hall on the left and right-hand sides. We do have a supply of sugar-free lemonade if requested. Please try to keep your table tidy - please remove any rubbish from your table and put in bag to stow underneath your table. Please also place your empty drink bottles underneath your table.
- Tea & Coffee will be available at the drinks stations after dessert is served. Please ask your guests what they would like and serve them as required. Please be very careful carrying hot drinks to the table, you must have lids on the cups and if you are carrying more than 2 cups you must use a cup holder carrier.
- Please clear plates from your table, but **only after** all guests at your table have finished eating. Take the dirty dishes to the collection point located down a small set of stairs to the left of the stage. If you require assistance with this, please ask a Matre'd.
- If any of your guests (or you) want to complete a feedback form, you will find these in your table host pack. Hand these to your guests. Place in the box in the foyer when completed.

Timeline

11.30am Doors open to public

12.15pm Main course served followed by dessert. Meal service starts at table 1 so depending on what table you have will determine when you are served. 12.15 is a target and may be delayed.

2.30pm Guests will be thanked for coming and farewelled

There will be entertainment at various times during the event.

We do need to clear the tables/hall when finished so if you could help with this it would be appreciated. **Please do not put items such as menu's, song sheets, Table Host signs etc in the rubbish as we can reuse if they are still in good condition.**

Thank you for being a Table Host, from previous feedback our guests do like having a Host which helps to ensure they have an enjoyable time and to look after their needs.