

St. Francis Xavier Council of Catholic Women

“Hostess Tips”

This is intended to be a helpful “how to” list for our new members.
Please contact Beth Bulatao (912-399-4568) if you have any questions.



Dear CCW Member:

Each month a group of CCW members serve as hostesses for that month's CCW meeting. The food, beverages, and hospitality provided by each of us is a major benefit and attraction to our members. Each CCW member is highly encouraged to serve as a hostess at least once during the CCW meeting year. Below are some “tips” intended to help you if you've never served as a hostess before.

What To Bring:

- Hostesses coordinate the dinner menu and prepare and serve the food and drinks (buffet style).
 - Please plan for approximately 40 diners at each meeting.
 - Please provide enough beverages for at least 40–50 servings.
- Hostesses do not need to supply paper products, cups or utensils. These are provided by CCW.
- Ice is available in the Parish Hall.

Coordination and Themes

- **Coordination:** At least two weeks prior to the up-coming meeting, hostess committee members should contact one another to decide on a menu and determine who is bringing what. (The hostess list for the year will be posted on the CCW web site so you can see who is signed up for the same month as you. We will also distribute the list in hard copy at our October meeting.)
- **Themes:** Depending on the time of year, hostesses sometimes choose a theme such as a St. Valentine's Day or a St. Patrick's Day theme, and decorate and serve dishes within that theme. Note, however, that you are not required to have a theme. The only guidelines are: a) to make wholesome dishes that most folks would enjoy, and b) to bring enough so we don't run out! 😊

Arrival, Setup and Cleanup

- Hostesses should arrive at the Parish Hall no later than 5:30 p.m. to set up for our 6:00 meeting. This includes setting up the buffet table, any final preparation of food, prepping drinks, etc.
- Hostesses also serve as clean-up crew following the meeting. The Parish Hall kitchen must be left in as good or better shape than we found it!

What If I Forget What Month I Signed Up For?

- At the prior month's business meeting, the names of the next month's hostesses are announced.
- About a week prior to the scheduled meeting, a reminder email is sent to listed hostesses.
- Call Beth Bulatao (912) 399-4568 or go to www.sfx.ccw.org. You will need to log in (requires you to know your login name and password) and then search on “hostess.”