



## *Table Decorating Guide and Needs*

Thank you for decorating a table at the Annual Women of Outstanding Achievement / Women of Promise and Courage Luncheon. We appreciate your participation in this event and trust you will enjoy decorating as much as our luncheon attendees enjoy seeing all the interesting and beautiful tables. Table viewing before the luncheon has become a traditional pre-luncheon activity.

Theme: Anything your creative abilities desire

Examples: a loved one you wish to honor, a Woman of Outstanding Achievement Honoree, a holiday table, your favorite University, your favorite china or every day wear, a business or foundation or for more inspiration visit [www.lighthousephoto.biz](http://www.lighthousephoto.biz)

We are asking that you please provide the following in your table decorations

- 8 dinner plates (encouraged, meals are 'plated' and will placed on top of the dinner plate you provide)
- 8 Chargers (may be used without dinner plates since meals are 'plated' on plates provided by ACU)
- 8 cups & saucers (saucers are optional if using mugs)
- 8 Napkins and Napkin Rings, if you would like to use them
- A centerpiece
- Table runners (All tables will have white cloths on them.)
- 8 (inexpensive) "favors" for the guests at your table (Examples: candy (in a bag or box that matches your table decorations), magnetic notepads for the refrigerator, seed packets (go well on spring tables), small plants etc.---

**Center Piece:** We request that luncheon guests be able to interact and enjoy themselves while eating, not spend their time moving vases or table arrangements so they can converse with one another. The maximum height for table centerpieces on the shorter side is 12 inches. Avoid using over-sized, tall candles and busy candelabras in your center piece; instead, choose lower votive candles. [Candles may be used in your center piece, **but open flame is not allowed**, battery operated candles are allowed]. Please do not place napkins in glasses or on plates as glasses & plates will be filled before we begin seating at 11:25a.m. to begin our program immediately at 11:30a.m.

**Optional items that** you may want to add, however, **are provided for our use by the Dining Services of ACU\*:** These items will be in a central location and will need to be collected by decorators and placed on your table.

- 8 water glasses or iced tea goblets\*
- 8 cups & saucers for coffee \*
- 8 napkins\* (white napkins will be provided by ACU will provide if you choose to use theirs.)
- Flatware\* (if you want to use it to match your dinner plates.) ACU will provide flatware if you choose to use theirs.

Below are some examples of tables that have been decorated in the past



### **Sunday, April 8, 2019**

Decorating of tables occurs on Sunday before the date of the Luncheon (April 8, 2019). Our Luncheon will be held in The Hunter Welcome Center on the campus of Abilene Christian University, 1949 ACU Drive. We begin about 1:00pm and finish at 4:00pm, so you may decorate between those hours. We do have volunteers to help decorate and we also have carts for loading your decorations.

Each table must be completely decorated on Sunday afternoon, with the exception of live flowers arrangements or plants. No decorating on Monday, the day of the event, as our photographer begins photographing tables at 9:00a.m. and people begin arriving early to view tables and visit with honorees beginning at 10:30a.m. We appreciate your attention to this request. We will provide eight Table Favor cards for you to fill in & use at each place setting

Again, thank you for volunteering your ideas, your treasures, and your time.

Sincerely,

*Marty Anderson*

Marty Anderson, Event Committee Chair

Contact: 325-668-2542 or [martyanderson1@sbcglobal.net](mailto:martyanderson1@sbcglobal.net)