

# TABLE HOST/HOSTESS CHAIR

## NAME Office

- I. Processes bills

**NAME Board of Trustees, regional coordinators, state representatives and steering committee (if desired) may request pre-assigned seating at meal functions. Your Houseparty Advisor will provide a list of all the assigned seating.**

## Table Sign-up

- I. A large map of the table layout for meal functions shall be prepared for registrants to select their tables. The map is placed at site of table sign-up. Sign-up often takes time. Locate it separate from the registration lines so congestion does not occur. As tables fill, make an 'X' on those tables on the map. Make a large map of at least 3' x 3' and place on easel. This is popular with our members who like to see where their table is located in reference to the stage. It is very confusing if the table arrangement changes from one meal to the next, so please use the same layout for all meals. Do not permit members to remove people already assigned to a table in order to seat themselves where they want to be. Any changes to table seating is your responsibility.
- II. Prepare a notebook with pages numbered with appropriate number of people per table and tabbed on the edge with the number of each table. It is most efficient to have two people assigning tables during busy registration at the beginning of the Convention/Houseparty, so split the book in half according to the number of tables needed.
- III. Attendees prefer to select their own seating. Do not pre-assign those who did not send in the Advanced Table Seating Form until after the Opening Luncheon for late arrivals.
- IV. Have small stickers already numbered with table number and seat number such as T5/S3 = table five/seat three. These can be placed on the back of registrant's paper badges as their table sign-up is completed.
- V. Each registrant must present his/her badge in order to sign-up for a table.
  - If a registrant wishes to sign up for a spouse or friend, he/she must also present that registrant's badge, which shall be tagged with the appropriate sticker.
  - Any changes in seating shall be accompanied by the badge of the individual requesting the change.
- VI. Do NOT assign all hostesses the same seat number.
- VII. Advanced Table Seating for table assignments is a part of the registration process for Houseparties or Conventions.
  - Many of our attendees travel together or plan to meet old friends at the Houseparty/Convention and would like to sit together at the meal functions. It should be our goal to accommodate their preferences. You must be sure that everyone to be pre-seated is not part of another seating group so please check for duplication of names on the Advanced Table Seating Forms. Pre-seating requires very careful record keeping.
  - Members who have not sent in an Advanced Table Seating form, prefer to choose their seats once they arrive at the convention/houseparty. Evaluation comments have clearly proven that members do not like to be assigned a table. Please do not assign people to tables except for those late arrivals after the Opening Luncheon has occurred.
- VIII. A President's Table shall be provided close to the podium at all National Conventions.

The President will invite the Hosting Chair, Assistant Chair, NAME office staff and whomever else he/she chooses to be seated at the President's table during meal functions. Contact the President to determine who will be seated at his/her table at a convention. At a Houseparty, the Hosting Chair should have a table close to the podium. It is customary for the Hosting Chair to invite the President and NAME office staff to be seated with the Hosting Chair during meal functions. Contact the Hosting Chairman to determine who will be seated at his/her table at a houseparty.

- IX. It is important that the table layout for each meal function remains the same. It is very confusing to walk into the room and find that the table you sat at yesterday is now on the opposite side of the room. Hopefully the hotel will not make changes regarding the arrangement of tables, but it does sometimes happen...

## **Meals/Special Food Requirements**

Guests who have special menu needs due to allergies or dietary restrictions should have indicated on their forms what those needs are. Copies of the registration forms are sent to the person on your committee in charge of Registration. He/she will provide you with a list of registrants with special needs indicating what restrictions they have. It is your responsibility to prepare a list of these needs and give it to the Hosting Chairman to discuss with the hotel staff so the hotel is prepared with an alternate meal.

Once you know where these individuals are seated, it is helpful to prepare small tent cards to give to your table host/hostess to place in front of the person stating their menu restriction so the wait staff knows that an alternative meal is reserved for them in the kitchen or so they can verify that the meal being served does not contain the allergen or restricted item. It is the individual members' responsibility to point out the special need if the wrong meal is delivered.

You may consider placing the tent cards in each individual's registration packet with a note to ask them to carry the tent card to the meals and place it at their space at the table. The tent card should be pre-printed with the members' special need. Several backup copies will be helpful in case they are left at the table. Should a member at a table wish to change his/her meal to one like the special meal prepared for another guest, please have the Host/Hostess let the person know that this meal was prepared for the person due to allergies or dietary restrictions.

### **Host/Hostess**

- I. A tear-off slip shall be included in the registration packet asking for volunteers to be hosts and hostesses. Convention/Houseparty Steering Committee members, with the approval of the Hosting Chair, may serve as hosts and hostesses if it does not conflict with their other committee duties.
- II. When tear-offs are received, and hosts and hostesses are selected with the assistance of the Hosting Chair, notify them with a letter outlining their duties and informing them of the time and place of the first meeting – held ½ to one hour before the first meal function begins.
- III. Identify host/hostess by some insignia on their badge.
- IV. Host/hostess meeting
  - Written instruction of these duties should be given to each host/hostess at the first meeting.
  - A short meeting is to be held prior to each meal function for final instructions.(May 2015)
  - Explain the procedure for their tablemates to sign paper on the line adjacent to their assigned seat number at each meal function.
  - The Souvenir Chair, Centerpiece Chair and Door Prize Chair should attend this

meeting to explain handling of their particular items.

V. Systems for picking up items before meal functions.

This information is so important to the success of souvenir distribution. Please remember that only a certain number of souvenirs have been purchased for the convention/houseparty. It is important to check the number of souvenirs issued as well as the number of souvenirs returned to you.

The Souvenir Issue/Return Form is used to sign in and sign out souvenirs at each meal function. The Operations Chairman will have a list of those registered but not attending. **Souvenirs for these people shall remain in the Operations room and shall not be sent out with the Table Hosts/Hostesses.** The table Host/Hostess will sign the form indicating the number of souvenirs picked up. He or she will then sign the form again indicating the number of souvenirs being returned to Operations at the end of each meal. This number must match the number of people actually in attendance at the table to receive the gift with remaining gifts returned to the Souvenir Gift Chairman in the Operations room. It should only be necessary for the Table Host/Hostess to return items for people who are attending the convention/houseparty but unable to attend the meal function. These individuals may pick up their souvenirs later. Souvenirs are never to be given to a 'friend' for delivery but returned to Operations for distribution.

- A. Provide your host/hostesses with a small table attendance sheet numbered 1-10. This sheet should also indicate the table number. It is important to have everyone at the table sign next to their seat number and – NOT in random order. Their seat assignment should be on the back on their badge.
- B. The Souvenir Chair will have bags large enough to hold ten souvenirs and the Door Prize Chair will have bags of door prizes for the meal function. These will be pre-packaged by table for ease in distribution. It is also helpful to have the Hostess form two lines after each meal function: one line to return only empty bags, and another line if the Hostess has souvenirs to return.
- C. The Souvenir Gift Chair should have one or two helpers checking the Souvenir Issue/Return Form against the table attendance form as the bags are being returned.
- D. If table hosts/hostesses are responsible for centerpieces they should return them at the same time.

VI. Meal Function Responsibilities

- A. Have host/hostess discuss the following with their tablemates.
  1. Table exchange gifts:
    - small gifts that are exchanged with table mates usually at the Saturday night banquet. If you bring one, you receive one; the exchange is purely optional.
    - Exchange is usually announced from the podium with instructions given for conducting the exchange.
  2. Table favors:

Many registrants bring favors for everyone at their table. This is optional and the gifts are usually brought to the Saturday night banquet.
  3. Again, have Hostess explain that if someone is absent from a meal function – NO ONE may pick up that person's souvenir.

VII. Determine when you will hand out the Gold Star to the hostesses. It is also nice to include a small gift and a thank you note from the committee.

VIII. **Special Badges:**

**Dealer Helper:** Dealer helpers are wearing Light Green badges. They are not granted entry to any meal function.

**Meal Guest:** You may have a member at your table who has signed up his/her companion

to attend the three meal functions (opening luncheon, banquet, brunch) with them. The companion will be wearing a Light Pink badge and are to be seated beside their registered member. Meal Guests are not eligible to receive any committee gifts, doorprizes, souvenirs or centerpieces. A meal guest could also be a caregiver. In this case the badge will be Light Purple and titled "MEAL GUEST/CARE GIVER on the badge along with the name.

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to the table for the meals, however, the Care Giver is not granted permission to remain in the meal functions. The badge insert color for Care Giver is Yellow.

**How the Meal Guest Works:** The registered attendee completes the Meal Guest sheet in the packet and returns it to the Registration Chairman along with the fee charged for the 3 meals. This allows them one guest to be seated with them at the three meals. Single meal attendance is not available. Meal guests are not granted entry into theme luncheons or any other convention activities. Meal Guests are not eligible to receive any committee gifts, door prizes, souvenirs or centerpieces. The Meal Guest may have signed up to participate in the table exchanges. On the Meal Guest form in the packet, the registered attendee makes this selection and agrees that if participating they will bring gifts that are different from their own and they agree to bring an additional table exchange gift. The Registration Chairman has this list. The colored "Meal Guest" badge must be worn to gain entry to the banquet room. (Feb 2018)

### **After the Convention/Houseparty**

- I. Submit a written summary, including recommendations, to the Hosting Chair.

The Forms section contains several samples to assist you.