



THE
HOSTESS
GUIDE

TO TWILIGHT TEA



SUNDAY

MARCH

StH

2026

4:30PM



A HOSTESS'S JOB...

...is the most important part of the Twilight Tea! We hope this guidebook will make your experience smooth and seamless.

As a hostess for the Twilight Tea, you are to provide the place setting and decor for your table and to make your guest feel comfortable and welcome.

If you have any questions about hosting a table that isn't covered in this guidebook, please reach out to Anita McGinnis at [*anitam@austinbaptistchurch.com*](mailto:anitam@austinbaptistchurch.com)



A SEAT AT THE TABLE

Here at ABC Women's Ministry, we like to say that everyone has a seat at the table, and we especially want to make sure your guests are seated with you.

When purchasing a ticket online, guests can either enter the name of the hostess's table or friend with which they would like to sit.

Each person at your table **MUST** be registered for the event. You may register for them, or they can register themselves at austinbaptistchurch.com/TWILIGHTTEA2026.

As a hostess, you may cover the ticket cost of your guests if you choose or they can cover their own ticket.



DECORATING YOUR TABLE

Whether it's classic china, pretty paper plates, or something in between, we ask that each hostess provide the place settings and decorations for the table.

Each hostess will need to provide:

- 8 Dinner Plates
- 8 Teacups or Mugs
- 8 Sets of Utensils (i.e. fork, spoon, and knife)
- 8 napkins
- Table decorations (Can be whatever theme or items you like!)



DECORATING YOUR TABLE CONT.

The Women's Ministry Team will provide each table with the following:

- A white tablecloth for a base (feel free to add additional tablecloths or runners on top).
- This year's meal will be plated on a clear plastic plate which can be placed on top of your setting.
- Clear, plastic cups with gold rim will be available for water.
- Cream and sugar-filled containers.



DESIGNING THE TABLE

This year's theme is a rustic Italian tea, however please feel free to decorate your table with whatever theme or decorations you choose. Some themes we've seen in the past are:

Decorations can be formal, casual, traditional or quirky!
Be creative!

NOTE: Open flames and glitter are NOT allowed.



DAY OF SCHEDULE



11am-3:30pm	Hostess Decorating Time
4:30pm	Main front doors open + Scones and Tea in the lobby
5:00pm	Program begins in the Worship Center
6:00pm	Exit Worship Center and pick up food in Great Hall
6-7pm	Tea time in the Cafe and Heritage Hall
7:00pm	See you later!

Serving Food

This year, as you exit the Worship Center, your plated food will be available to pick up in the Great Hall to take to your seat in the Cafe and Heritage Hall. There will also be designated place to pick up a gluten-free or vegetarian plate for those who specified needing one.

We hope this arrangement allows you to enjoy more time with your guests!

FORMER TABLES



THANK YOU!

Twilight Tea wouldn't happen without people like you willing to decorate and host a table.

Thank you so much for volunteering and serving at this event. You are appreciated and we can't wait to see how God works through this event and our community.

If you have any questions about hosting a table or about the event, please email [*anitam@austinbaptistchurch.com*](mailto:anitam@austinbaptistchurch.com).

