

Hostess Event Summary

Please return this whole page to the LWML mailbox at the end of the event.

Name of Hostess _____

Name of Person/Family Holding the Event _____

Contact information of Person/Family Holding the Event _____

Type of Event _____

Date of Event _____

Recap of Event _____

The standard hostess payment is \$35 per event. This can be adjusted based on the level of involvement.

Amount Requested _____



Request for LWML Hostess Payment

Name of Hostess _____

Address _____

Phone _____

Date and Type of Event _____

The remaining items will be filled in by the Hostess Coordinator.

Amount approved for Hostess payment _____

Authorized by Hostess Coordinator

Signature

Date

LWML Hostess Information

Thank you for agreeing to serve as the LWML Hostess for the upcoming event at Zion Lutheran Church. We appreciate your willingness to be the hands and feet of Jesus. The Hostess Coordinator, Max Kirlin, will make the initial contact with the person/family holding the event. She will share the initial plans for the event with you. You will need to contact the person/family directly to finalize the event and determine if you, as the hostess, will need additional help. When you speak with the person/family, please inform them the East Glass Door to the Atrium is the only door that will be unlocked during their event.

A few days prior to your event, during regular office hours, pick up a key card that will allow you in through the daycare door. The key card is located in the LWML mailbox found on the wall across from the office. On the day of the event, you will find the key to unlock the East Glass Door hanging on a hook next to the glass door. Please be sure to hang it back up immediately after using it. You will need the key again to relock the door after the event.

At the end of the event, make sure all items are returned to their proper places, double check all doors to make sure they are locked, turn off the lights and return the key card to the LWML mailbox where it was initially found. You may also return the folder containing the Hostess Event Summary and Request for LWML Hostess Payment in the same location. We ask that you take any used towels home and return them to church laundered.

Reminders for the person/family having the event: 1) Children in the nursery must be supervised at all times. 2) Red juice is not allowed. 3) No food may be left in the refrigerator at the end of the event.

If you need additional help, have questions or determine additional items are needed, please reach out. People willing to host events:

Illa Biteler	271-9072	Lois Jones	371-4301
Dorothy Chronister	332-4116	Max Kirlin	334-2411
Jolene Dyce	929-2619 cell	Renee Lehr	610-5227 cell
Lenny Hendry	361-1738	Betty Schultz	338-2763
Jody Huebert	941-1297 cell	Cathy VandeBraak	366-7838 cell

People willing to help with events:

Dianne Corkill	929-1413 cell	Marsha Kritzmire	339-3124
Marie Kruger	428-5167	Tammie Schultz	929-9300 cell
Pam Kludt	521-5151 cell		

You may also reach the church custodian, Omar Reyes, at 521-6548. His hours are 11:00-7:00 M-F.

Additional items that are available upon request:

Dishes	Warming Trays – 2
Electric Roasters – 12 (Liners must be used)	Steam Unit
Crock-Pot – 4	Punch Bowl – 2
5-Gallon Beverage Cooler – 2	Coffee Air Pots – 2
Beverage Dispenser – 2	Table Clothes (located in the closet on the stage)

Thank you for serving Jesus Christ by serving others.