



Andrews Community Circles Celebrations & Conversations

Table Host Responsibilities

Thank you for helping to be a table host tonight. The following information will help explain your responsibilities

- 1- Welcome your guest as they arrive.
- 2- Provide with name tags to your guests and make sure each guest fills out the name tag.
- 3- Please check off guest names of the master list enclosed.
- 4- In case a table guest assigned to your table is not there, leave the **spot open** in case they arrive late.
- 5- If a parent should bring their school age child to the table to sit, please remind them that we have a program in the *Gym* designed especially for the children. The children will eat their dinner in the *Gym*.
- 6- Ask your table guests when they arrive to go ahead and get their dinner for the evening.
- 7- After Ms. Strickland presentation you will be asked to share **group norms** with the table. You will find a copy of these group norms in the envelope.
- 8- You will also find in the envelope the question sheets that will lead the group discussion.
- 9- Finally, in the envelope, you will find the surveys and pencils for your table.

Thank you for helping make the COMMUNITY CIRCLES a success!