

OFFICIAL RULES FOR THE WOMEN'S GROUP 11th ANNUAL FESTIVAL OF TABLES

EVENT DATE: Monday, February 28, 2022

EVENT LOCATION: Good Shepherd Parish Hall

Hostess Responsibilities

1. The Hostess of each table must sign up for Festival of Tables via on-line registration or by contacting the event chair by Wednesday, February 23, 2022. The hostess is to submit the name of her table scape and the category in which she wished to be judged.
2. The Hostess is responsible for the following:
 - a. Creating a 'table scape' for a table that seats 8 individuals.
 - b. Providing no more than 2 bottles of wine for her guests, as well as, at minimum, a dinner plate, flatware and glassware for each place setting.
 - c. Set-up must be completed by 4 pm (set-up start time will be provided closer to the event's date).
 - d. Packing up her dishes and belonging after the event. All decorations should be taken home or properly disposed of. Nothing should be left at Good Shepherd.
3. The Hostess is NOT responsible for filling all 8 seats at her table **but** must let the Event Chairs know by Wednesday, February 23, 2022, if she has seats available at her table.

Table Design Specifications

Due to space and safety restrictions, we have established the following requirements pertaining to each table and design.

1. **The design focus of this event is the tabletop itself and not the surrounding area.** Each table has a circumference of 60 inches and seats 8 guests comfortably.
2. **No more than 8 guests are allowed to be seated at one table.**
3. Each hostess will be allowed to utilize 8-square-feet of parish hall space for her table design. **The Hostess may provide her own small side table on which to place wine and dessert.**
4. The Women's Group will place black chair covers on all chairs unless otherwise directed by the hostess.
5. For safety reasons, hanging items on the walls and ceilings is prohibited.
6. All hostesses must decorate and dine on the table provided by Good Shepherd. Other types and sizes of tables will not be allowed.
7. For safety reasons, **NO TENTS or LARGE PROPS are allowed.**

8. For safety reasons, **only UMBRELLAS that sit on the table may be used** and they must be part of the table design. They must measure no more than 48 inches in diameter. Patio umbrellas, umbrellas that measure more than 48 inches in diameter or large umbrellas that require floor space are not allowed.
9. **DESIGN CATEGORIES**. Each Hostess will select from one of four broad categories of tablescape design. It is preferred that each hostess informs the event chair of her chosen category at the time she reserves her table; however, category selection must be made no later than Wednesday, February 23, 2022. The four broad categories are:
 - a. Elegant
 - b. Fun
 - c. Over-the-Top
 - d. Spiritual

During the voting, attendees will judge/compare tablescapes designs according to the category in which it has been entered. One winner in each category will receive a prize.
10. No Live Animals
11. Tables or entries cannot be combined to create one large tablescape. One table per tablescape design.

Judging Procedure and Prizes

1. The Hostess of each table whose tablescape receives the most votes in her category will receive a prize. All prizes will be of equal value.
2. Tablescapes will be judged by attendees based on category and personal favorites.
3. Each attendee will receive a ballot when they check in. Each ballot will list four categories and under each category will be the name of each tablescape in that category. Each attendee is to cast one vote for her favorite table in each of the three categories.
4. Voting will take place between 6:00 pm and 6:45 pm. Votes will be counted by the Event Chair promptly at 6:45 pm and verified by an outside source.
5. Winners will be announced at various times throughout the evening.

Important Information

1. The meal will be catered by either a restaurant or catering service and will include an entrée, sides and dessert, which will be served buffet-style.
2. **Each Hostess is responsible for providing** up to two bottles of wine for her guests, as well as, at minimum, a dinner plate, flatware and glassware for each place setting. The Women's Group will set-up a drink station with water, tea and/or lemonade for all guests.

3. **For tables hosted by the Women's Group**, the Women's Group will provide red and white wine at each table and a dinner plate, flatware and glassware for each place setting.
4. The Women's Group is responsible for setting up all tables and chairs; assigning seats for the Women's Group-sponsored tables; assisting hostesses with filling remaining spots at their tables; and providing the following:
 - a. Place settings and chair covers for guests sitting at tables with no specific hostess
 - b. Prizes for four winners.

PROCEEDS FOR THIS EVENT WILL BENEFIT THE SISTERS OF ST. MARY OF NAMUR. WE COLLECT ADDITIONAL DONATIONS TO THE SISTERS AT FESTIVAL OF TABLES. MAKE CHECKS PAYABLE TO GSCC WITH A NOTE INDICATING FOR THE SISTERS OF ST. MARY OF NAMUR. TO LEARN MORE ABOUT THESE WONDERFUL LADIES, VISIT

[HTTP://WWW.SSMNWESTERN.COM](http://www.ssmnwestern.com)