

# Table Host

## Questions?

Check out the volunteering section of the event website:

[christmaslunchinthepark.com.au/volunteer](http://christmaslunchinthepark.com.au/volunteer)

Or send us an email:

[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

As the host of a table of up to 8-9 guests, your role is to share the Christmas spirit by welcoming your table guests and facilitating light and entertaining discussion as you enjoy Christmas lunch together. With your further encouragement post-lunch, your guests will continue to enjoy the ongoing festivities and support services available to them!

### Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Registration point. Here you will collect your lanyard, before reporting to your Floor Supervisor for further briefing.

### Event timings

Please refer to the event schedule.



Mostly sitting



High level of interaction



Indoors

## As a Table Host, your contribution is to....

- Establish and maintain a warm, friendly environment in which to welcome your guests, ensuring the table is set up for 10 people (yes, including you!) Oh, and don't worry if not all places are filled!
- Break the ice: introduce yourself to your guests and then your guests to each other. So every name is remembered, you'll ask your guests to write their names on a sticky label and to wear it on their clothing throughout the day (don't worry, labels and markers are provided to you in your 'Table Host kit').
- Help us undertake a couple of early priorities (once your guests are settled). For example, you'll pass your guests their tokens to exchange for their carepacks at the Carepack Station, noting down some quick info for our records.
- Advise your guests of the day's festivities – the games, the gifts and the grub – and the day's program. With your help, your guests will thoroughly enjoy the entertainment offered. And, be sure to point children in the right direction when they're ready to play! Stewards will be available to accompany children to the Games Team if needed.
- Help your Steward(s) note down any dietary requirements for your table before they deliver your table's meals.
- **Enjoy yourself with your guests as you all eat lunch together!**
- Remain at your table at all times and be sure to ask a Steward to assist with items or info you may need.
- Raise your hand for a Steward if you become aware of any medical situations, unsafe situations or emotional needs.
- Keep your table tidy throughout the day and do not remove your table cloth or pack up any furniture until your supervisor has given the ok (which will be once the MC has officially closed the event)
- **Report all incidents, not matter how small, to your supervisor.**