



TABLE DECORATIONS COMMITTEE & DUTIES

Committee should consist of a Chairperson and at least 3 additional members. If more help is needed there are always volunteers, willing and able.

The purpose of the Table Decorations Committee is to supply table decorations for the monthly meetings and for other Firebelles functions as needed.

The decorations need to be put together several days before the meetings, usually the Monday or Tuesday of that week. The committee gathers at the Chairperson's home or some other designated location. If any shopping is needed, it can be done at any time.

Oriental Trading magazine is a good source for any bulk items, such as bags, tissue, etc. Michael's, JoAnn's, Party City, the Dollar Tree and Hobby Lobby are also good sources.

We usually plan to do 15 to 17 decorations. Occasions such as the Fashion Shows or the Home Tour may require more. Tables are set for eight. There are usually two head tables for the Board Members and they require 2 to 4 decorations as well.

If possible, coordinating the decorations to the theme of the entertainment works well. Holidays are easy of course, but only use them if close to the meeting date.

Determine any extra supplies that will be needed each month, such as scissors, glue guns, glue, wire, wire-cutters, etc. Notify the committee members so that they can bring their own or perhaps borrow.

It is a help to have Sharron Eastman, Membership Chairperson, check with you on the Monday morning before the meeting as she will have a fairly definite idea of numbers so that you will not need to transport extra decorations to the clubhouse. Each month, write a description of what was used as a decoration and include the number of tables used since this is good information for future planning.

As the new committee is formed at the beginning of our year (August or September), it is wise to get together with the members and do some brain-storming to determine the themes and to acquaint everyone with the supplies that are in our container behind the EC building. Some artistic skills are helpful for the committee members of course, but the juice get flowing when you get together and ideas evince. Referring to the binder as to what has been done in former years can be a big help.

At present time, the budget is adequate. We try to reuse our present supplies as much as possible, sometimes giving a new twist and they will probably be your main source of inspiration.

If any supplies have been purchased during the month, the receipts and the accompanying reimbursement form should be submitted by the Chairperson to the Treasurer at the Board meeting or the luncheon so that the member can be reimbursed. A sufficient number of forms should be kept on hand at all times. It is very important to keep an up to date account of monies spent each month.

Firebelles Table Deco Committee

05/30/2017