

TICKET TABLE INSTRUCTIONS:

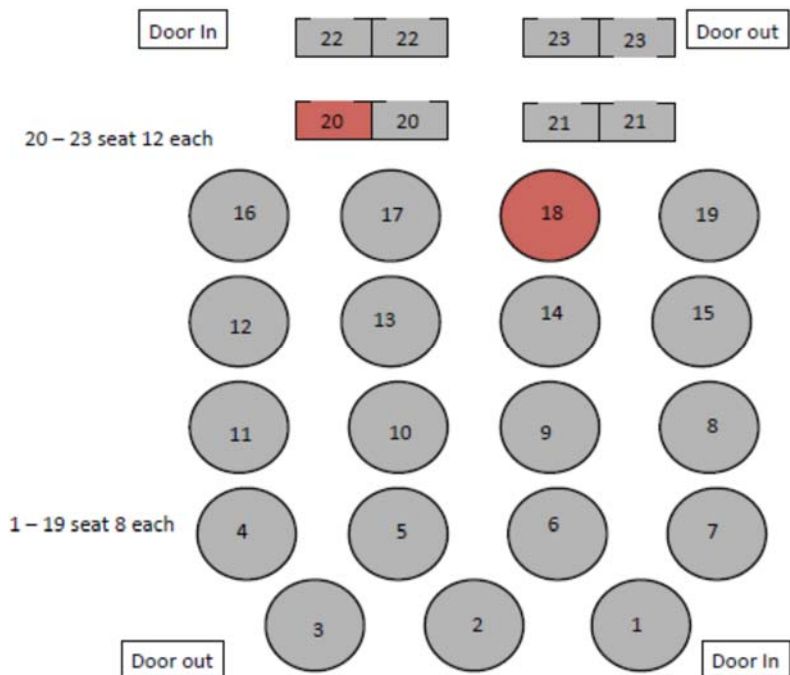
- Report to the hallway near the front office and library. A table will be set up there to check in the diners.
- Check in with the parent volunteer in charge of the ticket table.
- Greet the Guests with **"Hello, welcome to the Bowman Spaghetti Dinner! Could I please have your name for check in?"**
- Locate their name on your list, use your highlighter to check them off.
- You can ask them to spell their child's name or ask for more information such as which teacher or grade their child is in.
- You can tell the guest **"Great! I have you here for a party of 3. You are at table # 2"**
- Write their table number on an index card
- Give them the card and let them know they can proceed down the hall to the host and hostess.
- SMILE! SPEAK LOUDLY! BE POLITE!

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HOST/HOSTESS INSTRUCTIONS

- Report to the hallway near the front office and library. A table will be set up there to check in the diners.
- Check-in with the parent volunteer in charge of the ticket table.
- Stand at the host/hostess area near the first cafeteria door.
- The ticket table will send you guests to seat.
- Greet the guests "Welcome to the Bowman Spaghetti Dinner. May I have your table number please?"
- You then take the number card and escort the party to their table.
- Once at the table, say "Thank you for coming, enjoy your meal"



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