New-Ark Area Women’s Walk #XX Table Assignments

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| --- | --- | --- |
| Table of RUTH<TL> <ATL> | Table of DEBORAH<TL> <ATL> | Table of ELIZABETH<TL> <ATL> |
| Table of MARY<TL> <ATL> | Table of SARAH<TL> <ATL> | Table of RACHEL<TL> <TL> |

\* Will (or will likely) need to use the elevator

**On Friday morning, after announcing the above table assignments, say:**

**“We have tried our best to place you at a table with persons that you didn’t know before this weekend. If you are seated with someone that you already know, please raise your hand, and we will see about reassigning you to another table.”**

**Record any changes in the assignments; the Experienced ALD will have the Board Rep contact the Registrar to either report the table assignment changes (if any), or to say that the table assignments are OK as is.**

**NOTES on making the assignments and filling in this form:**

If there are 18 or more Pilgrims checked-in for the Walk, they are to be placed at 6 tables. If there are fewer than 18 Pilgrims checked-in, the Pilgrims are to be placed at 5 tables; it is suggested that the table with two Table Leaders be split up, with each of those Table Leaders being assigned to another table. **Once the table assignments are announced and any necessary adjustments made, no more changes are to be made to the table assignments**, even if there are Pilgrims who subsequently leave the Walk weekend.

The Table Leader name should be listed first, followed by the Assistant Table Leader name. For the table with two Table Leaders, the order listed is at the discretion of the Lay Director (names may be listed in talk order, alphabetically, by experience, etc.)

**After the Table Leader(s) and Assistant Table Leader names, the Pilgrim names should be listed in alphabetical order.**

Assignment of Pilgrims to tables should be done as follows:

* Do not place Pilgrims from the same church at the same table; and, if at all possible, avoid placing a Pilgrim with a Table Leader or Assistant Table Leader from her church (sometimes the latter cannot be avoided, and is preferable to putting two Pilgrims from the same church together at the same table).
* Do not place friends or relatives of a Pilgrim at the same table.
* Do not place two clergy Pilgrims at the same table.