

STEP into *Beautiful*

Host Guide

Welcome to Step Into Beautiful 2026!

Thank you for supporting Step by Step as a table host for our signature event, Step Into Beautiful! We hope you and your guests have a wonderful time together enjoying each other's company with tea, delicious bites, and hearing the heart behind the mission of Step by Step.

PLEASE READ these instructions completely to answer questions regarding the event and help you in your quest to win the annual table decorating contest with coveted prizes!



Venue Information

WHERE AND WHEN

March 7, 2025, 1 PM-4 PM
The Grand Hall, The Manchester Hotel
941 Manchester St, Lexington, KY 40508

You may arrive to begin decorating your table at **10:30 AM**. We advise having your table **ready by 12:30 PM** so you can be ready to greet your guests as they arrive.

PARKING

When arriving to set up your table, enter through the front entrance of The Manchester Hotel. Volunteers will be on hand to assist you in unloading, as well as to assist in loading your items into your vehicle at the conclusion of the event. Limited carts will be available, you are welcome to bring your own wagon/cart as well. **One complimentary valet parking by The Manchester is provided to the host, courtesy of Step by Step. Additional guests are welcome to use The Manchester valet for \$8.**

Guest parking is available in the two lots across the street from The Manchester as marked on the map below.
Valet parking is available for guests for \$8.



Hosting Information

Please complete the **Table Host Form** by February 23 so we can accommodate dietary restrictions as well as any other special instructions.

[Complete Table Host Form Here](#)

Please share the **Table Guest Form** with those you've invited to be completed by February 23.

[Complete Table Guest Form Here](#)

INFORMATION TO SHARE WITH YOUR GUESTS:

- **Arrival time:** Guests should arrive by 12:45pm to allow time to find your table and get settled.
- **Parking:** Please share the parking map above with your guests. Valet parking is available at The Manchester for \$8
- **Table Guest Form:** Please share this with everyone at your table to be completed by February 23 so dietary needs can be accommodated.

[TABLE GUEST FORM](#)

SOCIALS AND MORE:

We hope you enjoy spending time with your friends, enjoying the decorations, food and more. We will have a photographer on site as well as a photo booth. Be sure to grab your group and capture the moment and share on socials using

#SIB2026

Thanks again for helping us make Step Into Beautiful a truly beautiful event. Our team wants to ensure you have an incredible time and have everything you need as you prepare. If you have any questions along the way, please feel free to contact us!

Table Details

Your table for 8 will include white linens, all tableware (plates, glasses, flatware, etc.) and napkins. You are welcome to decorate your table with any additional accessories you'd like including plate chargers, decorative linens, napkins, etc.

Food, water, and tea are included. Bottles of champagne are available to purchase for your table in advance through the [Table Host Form](#). A limited bar will be available for purchase during the event.

TABLE DECORATING CONTEST

The program includes a table decorating contest with three high valued prizes for the Judge's Choice as well as first and second place People's Choice winners.

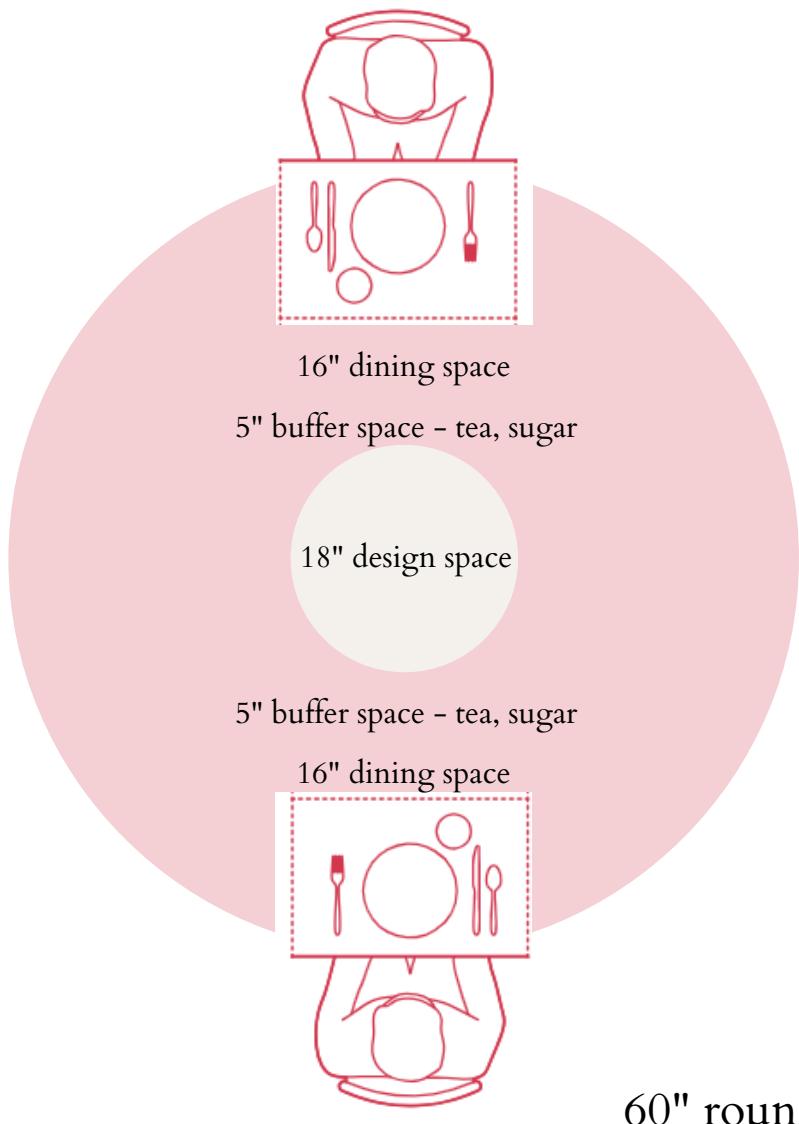
To make the People's Choice even more exciting, you and your guests will have the option of purchasing additional votes! Each guest will receive one free vote, stations will be set up at with additional votes available for \$5 each.

We encourage you to have fun and be creative! Some of our favorite themes over the years have included nautical, holiday, nature, travel, pop culture, and more. Get your guests in on the fun by dressing on theme with matching color, hats, and decor. All are welcome! Check out design tips as well as a few examples from previous years below.

Table Guidelines

We encourage fun and creativity with your decorations! As you plan, please keep the following in mind:

- Tables are 60" round tables.
- Consider anything that might obstruct the view for others, keeping your guest conversation. You might want to keep centerpieces low so your guests can see over them.
- No helium balloons, open flame candles, confetti or glitter are allowed.
- In order to fit all glassware, plates, etc. we recommend keeping your decorations to 18" in diameter in the center of the table.
- You can bring your own linens, napkins, centerpieces, chair decorations, outfit accessories, etc.



60" round table

Table Examples

