

# Hostess Guidelines for Candlelight Event

Thank you for signing up to host a table. This is a beautiful evening that allows everyone to prepare their hearts for the true meaning of the Christmas season. It is your effort that adds so much to this night of reflection. Thank you in advance for helping to make this such a special event. Below are some guidelines to help you in setting up your table and adding your touch to it.

**Table Assignments:** You will be notified of your table number prior to set up. Please let your guests know what table you will be sitting at so they can easily find you. Volunteers will be available to assist with seating.

**Provided Beverages:** There will be a pitcher of ice water on your table. Also, we will be providing hot water for tea, plus coffee (decaf and regular). You can handle the beverages in one of two ways:

1. Simply have your guests bring their cups up to the serving table to prepare their own drink (sugar, cream, lemons and honey will all be available there)
  2. Bring a teapot or carafe to transfer the beverages and then serve your guests from your table.
- Please note: the planning team will not be providing cups.

**Table Dimensions:** The table dimensions will be provided to you by the planning team so you can bring the right tablecloth size. You may also want to bring a topper, runner and/or placemats.

**Table Set up:** As the hostess, you decorate your table with Catholic Tradition as you wish as long as there are candles on the table. Hostesses may choose any tradition that reflects the season. **Please no holiday Santas, snowmen, etc.** Some examples of Catholic Traditions are: the Advent Wreath, an empty manger, Jesse tree, St. Nicholas Day, the Christ candle, the Mary candle, St. Lucy cakes, the Nativity scene.

Your table should operate independently. In other words, please provide teabags, dessert and all the fixings for you and your table of guests. For example, teabags, serving utensils, plates, cups, utensils, water glasses, etc. You may also bring a bottle of wine to share with your guests. It is up to you.

You can bring dessert only or finger food. You can plan it as a simple potluck agape dinner with your guests. You may use any type of dinnerware you wish including festive plastic ware or china.

Hostesses are to provide table settings for the number of guests/seats on the table: plates, cups and saucers, water glasses, forks, spoons and napkins.

We need to **minimize kitchen traffic** so please plan to bring home dirty dishes if you aren't using disposable ones.

**Candles:** The room will be lit by candlelight so we ask each hostess to bring candles in holders, to add to the ambiance. **THE USE OF TAPER CANDLES IS PROHIBITED. PLEASE USE CANDLES THAT ARE IN OR ON A CONTAINER.** They will be allowed in the centerpiece or around it. Remember that the table is to be decorated to reflect the season of the birth of Our Lord For this event, we will be lighting all candles to brighten things a little more for your guests. You may want to bring extra tea lights for your table in addition to the 4 Advent candles. Don't forget matches or a lighter.

\*\*\*Please use extra caution and be mindful of your table decorations and the flames.

**A Finishing Touch:** Think of this as a present to your guests. If you are sending them home with a favor, let it be a reminder of the true gift of the invitation and service you extend to them on this beautiful evening of faith. Or, simply enjoy serving them their appetizer, dessert and that refill of tea! This is a perfect opportunity for us to live out Christ's charity.

**What you can expect to find on your table from the planning team:** During the evening, we will ask each woman to fill out a card with what they would like to do to make this season more meaningful. Think of it as a resolution- something to do over this season as a gift to Jesus. There will be an envelope with each card that your guests can write their address on. Once completed, you can put them in the large envelope at your table.

\*\*\*Please be sure to hand in the large envelopes or leave them on your table at the end of the night and they will be collected. Cards, envelopes and pens will be on your tables.