

Advent by Candlelight

HOSTESS GUIDELINES

Thank you for your interest in hosting a table for Advent by Candlelight this year!

There are many details in this document. If you don't find an answer to your questions, please reach out to the Parish Office.

SIGN UP PROCESS

Individuals and hostesses must complete a registration form in order to hold their seat/table for the event. If you are hosting a table, you must register your table as soon as possible. The final guest list for your table is due no later than November 23. Email reminders will be sent to all hostesses to assist in your planning. We know from experience of other churches that many women would never get invited if all the seats were filled only through hostess invitation, so please encourage the women of our parish to register as an individual and consider leaving one spot at your table for a new friend.

INVITE

Get the word out about registration. Invite your friends and family to either host tables of their own, or to join us as an individual reservation if your table is full.

FOOD AND DRINKS

Each table hostess will coordinate the meal for their table. Most table hostesses use a potluck style method, however you're welcome to make the entire meal yourself. The choice is yours. You are only feeding the guests at your table. *We request that no alcohol be served during this event.* Your dinner can be as extravagant or simple as you would like.

The Parish Office is providing Coffee (regular and decaf), lemonade, and ice water and will provide a dessert for all guests.

REFRIGERATION

The refrigerator and freezer will be available for you to put your cold foods upon arrival. Each table will also have a food table to accompany it which will have 1 multiplier strip available for crockpots. The stove, convection ovens, or conventional ovens will not be available to heat your food. Please plan to use chaffing dishes or crockpots for your hot items.

TABLE SIZE, SEATS

Each hostess will be assigned two tables. The round table is 60" wide and can seat up to 8 people. A rectangular table (32"x8') will be adjacent to your dining table for you to place your food. The tables and chairs will be set up for you. We will already have a white table cloth on the table for you.

CENTERPIECES & TABLE SERVICE

Every table should have candles. All candles must be either electronic or in a votive holder. No free standing flamed candles are allow for safety reasons. The gym will be dimly lit, so be aware of "lighting up" your table. Small votives holders spread the light around the table.

Decoration themes should be centered around Advent and not Christmas. No red or green decorations should be used. Each table will be given a Marian Apparition as their focus. We will provide a 5x7 frames photo of the Marian Apparition for each table. We encourage you to use this as a starting point for your design.

Table service (plates, napkins, silverware) is provided by the hostess and/or guests. Some ideas include: using all disposable paper products for easy clean up, using your fine China, or everyone brings their own table service. The options are endless. The hostess decides what they would like to do and informs their table guests. Plastic and foam cups will be provided with the beverages by the Parish Office.

WHEN CAN YOU SET UP?

Set up begins at 3pm on Saturday, December 2. When you arrive the room will be ready for you to set up your table. The tables will have white tablecloths, a 5x7 frames picture of the Marian Apparition assigned to your table, and welcome gifts for each of your guests. Gym doors will be unlocked at 3 pm and remain unlocked until the end of the event. Your table should be fully set up before Mass.

HOSTESS WITH THE MOSTESS

Be ready to greet and welcome your guests. Encourage introductions around your table if your guests do not all know each other. Pray for your guests in the week leading up to the event.

BASIC SCHEDULE FOR THE EVENING

3:00p Doors open for table set up
4:30p Mass
5:30p Gather & get settled
5:45p Opening Prayer & candle lighting
6:00p Dinner & Social time
6:45p Presentation
7:15p Dessert & Discussion
7:45p St. Joseph Choir
8:00p Closing Prayer
9:00p Clean up completed

Please contact the Parish Office with any questions.

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