

Advent by Candlelight Hostess Information

What is an “Advent By Candlelight” Hostess?

An Advent by Candlelight hostess is a woman who prepares a table for 12 guests and then serves refreshments before and during the program to those seated at her table.

Who will sit at my table?

You may personally invite guests OR the coordinator will seat unassigned guests at your table. Either way, all guests must **register online**. Please remind guests when they **register online** they should specify your name as their table preference on the form.

What will I be serving?

The hostess is responsible for providing dessert and/or hors d’oeuvres for 12 women. Bake it, buy it, share with another hostess, or ask a guest to bring it. This is not a contest and not intended to bring more stress to an already busy time. Each hostess will serve her refreshments to the guests at her table.

What will be provided?

Tim Horton’s coffee, steeped tea, herbal tea packets, cream, milk, and sugar will be provided. You do not have to bring these things.

What would I need to set my table?

Table covering for a square table (approximately 84” x 84”)

Christmas table decorations (Crèche, advent wreath, etc) *Keep in mind, this is NOT a decorating contest!*

- A minimum of 4 TALL candles—*Check to make sure they are drip free*
- Additional candles—*varied sizes, colors and shapes*
- Place settings for 12—*china, pottery or nice paper goods*
 - plates
 - creamer
 - sugar container
 - 2 carafes—*one for coffee, one for tea*
 - coffee cups and saucers
 - water pitcher
 - silverware
 - napkins
 - water glasses
 - matches to light your candles
 - serving utensils
 - Mints, nuts, candies, etc. for ladies at your table—*optional*

When should I arrive?

3:30 PM Venue opens for set up

6:00 PM Set up complete, all hostesses present, fill containers, light candles

6:30 PM Prayer and final instructions

6:45 PM Welcome guests

7:00 PM Curtains open and guests are seated and served

7:30 PM Program begins

Is there anything else I should know about?

Because of the amount of work it takes to host the community at this event we ask hostesses to be available to help with set-up or take down.

- A list of your guests will be placed on your table on the day of the event. You may designate a seat for your guests (by making place cards) or let them choose where to sit.
- Tables will be capped at 12. Please speak to the Hostess Coordinator (Nikki Allen) for any exceptions.
- Directions will be given for table numbers to go to the buffet table and help themselves, then return to their seats for coffee, tea, and juice to be served.

Thank you for your enthusiasm for and willingness to make Advent by Candlelight a special occasion for so many women.