

ADVENT BY CANDLELIGHT

Saturday, December 8

GUIDELINES FOR HOSTESSES

The purpose of Advent by Candlelight is to set aside a special time to prepare our hearts for the true meaning of Christmas, the birth of Jesus. The evening combines an inspirational message with practical applications, music, fine food and fellowship with our brothers and sisters in Christ. Hostesses make this evening so special because of the love, hospitality and service they offer to the guests at their table. **Thank you** for volunteering to help with this!

PROGRAM TIME FRAME

3:30 p.m. – Tour of the Tables

4:00 p.m. – Mass

5:15 p.m. - Social time at tables – Loreto Hall, St. Faustina Room, Adult Faith Room & classrooms

6:30 p.m. – proceed to sanctuary

6:45 p.m. – Reflection by renowned speaker **Dr. Mike Scherschligt, STD**

8:00 p.m. – Dessert & Coffee

9:00 p.m. – winning tickets drawn

GIFT BASKET RAFFLE

There is no charge for the evening but one of the purposes of Advent by Candlelight is to raise money for the Adult Faith Formation ministry. The funds raised will be used to pay off any expenses incurred for this event first and the balance used to bring in other renowned speakers throughout the year and to provide a financial aid/scholarship fund. We will accomplish this through a Gift Basket Raffle. There will be several baskets/items raffled off for 2 tickets/\$5, 5 tickets/\$10, 12 tickets/\$20.

- During Advent by Candlelight raffle gift baskets/items will be placed in both Loreto Hall & the St Faustina Room. Volunteers will be circulating to sell the tickets for the drawings from 5:30-6:30pm and after the talk also. Encourage your guests to visit both halls before dropping their tickets into basket drawings.
- Winners will be announced in each hall. Guests will then retrieve their basket if they are present. Otherwise, it will be available for claim in the Faith Formation office during normal business hours.
- Hostesses please encourage guests to buy tickets.

TABLE NUMBERS & ROOM

There are a total of 51 tables: Eighteen (18) in Loreto Hall; twenty-one (21) in the St Faustina Room; eight (8) in the Adult Faith Room & four (4) in other classrooms. Accordingly, the tables will be numbered from 1-51: #'s 1-18 in Loreto Hall, #'s 19-39 in the St Faustina Room, #'s 40-47 in the Adult Faith Room & #'s 48-51 in other classrooms.

MARIAN DEVOTION TABLE THEME

- Each table will be assigned a Marian Devotion table name, a table number & room. We have put together a packet for each table that includes a 5 X 7 image of Our Lady as she appears in that devotion for you to display on your table. An example of how to display might be to mount it on cardstock and put it in an 8 X 10 frame. You will also receive 12 sets of copies that will include the history of your Marian devotion and a prayer to Our Lady as she is invoked under that title to give to each guest at your table as a party favor. As an example of how to place them on the table we suggest rolling them up in scroll form, tying them with a ribbon and then placing them on each plate.
- There will be a table tent made for each table with the Marian name and table number on it to place on your table. The tables will be arranged in numerical order, making it easier for you and your guests to find your table.

SHAPE OF TABLE & NUMBER OF GUESTS (SEATS AT EACH TABLE)

You will be assigned either a 60" round table (R) or a 60"X 6 ft. double rectangle = (DR) table. Originally we had planned to have the round tables accommodate 8 guests and the double rectangles – 10. Because of the large number of people that usually attend we have decided to seat 10 at the round tables and 12 at the rectangle tables. For those of you that have not filled all the seats at your table we would like to encourage you to allow us to fill those seats with general reservations.

SETTING THE TABLE

Set your table with whatever is most convenient and least expensive for you. If you have china that you would like to use, do so. If you prefer to use paper products, do so. The charm of the evening is the wide variety of ways that Our Blessed Mother is honored through each of the table settings. Some are elegant, some are simple; all are beautiful.

The following will be provided for you:

- **Drinks** - tea (unsweet & sweet), water, coffee, sugar and cream.
- Blank name tags & pen
- **Dessert** – Sheet cakes will be provided for dessert. Cake will be served in each of the bigger rooms.

Name tags and table tent will be on your table when you arrive to decorate.

You will need to bring:

1. Table cloth – fabric or paper.
 - Round table - The round tables are 60" in diameter, so you would need a 90" round tablecloth if you would like it to hang halfway to the floor or a 120" round tablecloth if you would like it to hang all the way to the floor.
 - Double Rectangle - 2 (60" X 102") rectangle table cloths work the best and hang evenly.
2. Ten (10) or twelve (12) napkins, plates, cup and saucers (optional as there will be paper cups for drinks), and place settings of flatware (up to each individual hostess according to what they are serving). Dessert plates will be provided for the cake.
3. Candy dishes for munchies (nuts or mints, etc.), to be placed on the table before the guests arrive.
4. You may also use candles (probably 10 to 12-inch size), pillars or votives to decorate your table. You may also decorate your table with other advent items. (NO SANTAS OR SNOWMEN, PLEASE)
5. Please bring a lighter/matches to light your candles. We will have some available if needed.

6. Heavy Hors d'oeuvre or Appetizer

In order to protect the ambience of the evening, each hostess should prepare ONE FILLING TABLE APPETIZER OR HORS D'OEUVRE. That is, one that is already on the table and ready to serve---not one that requires you to leave your guests and run to the kitchen to prepare it. This will allow the evening to continue to be relaxed and special. It is much less chaotic to have everything at the individual tables ready to serve, than to have **60+** hostesses scrambling to the kitchen to prepare their food.

No crockpot or other plugged in heating devices. We are kindly asking that you do not have any plugged in items. We will allow the Sterno (flame) type heating trays. They may only be lit when you are at the table where it can be monitored. When we go into the church for the talk all flames will be put out. The best thing would be to have food items that do not need to be heated or cooled during the night.

In order to make the burden lighter on the hostesses this year you should ask each guest/couple to bring a table ready appetizer or hors d'oeuvre to share with your table as well. It will be up to each hostess to coordinate the menu for their table with their guests.

To make more room consider using cake stands, etc. to layer foods in smaller spaces. You may use coolers to keep things hot or cold and scoot them under your table for storage.

7. Optional - coffee carafe for your table.

8. You may want to bring a camera. We would like to collect pictures taken that evening to put on the website and on a bulletin board display.

DAY OF SET UP

1. Set up may begin **Friday after 4:00 p.m.** All tables must be completed by 3:00 p.m. on Saturday so that each table is ready for the "Tour of the Tables" that begins at 3:20 p.m.
2. Food – If you and/or your guests are attending 4:00 p.m. Mass – try to bring food before Mass to avoid the rush. We will have volunteers assigned to light the candles at each table at 4:50 PM.

TABLE GUESTS

- As a hostess you may invite guests to sit at your table but you are not obligated to do so. If you are inviting guests please let **Micki Walker** know (see contact info. Below). She is in charge of **reservations**. We will need seats for those who are not invited by a specific hostess and for those who come without having reserved a seat.
- For those of you that are allowing us to fill some or all of the seats at your table with general reservations, a guest list will be given to you two days before on December 6.
- *****HOSTESSES: PLEASE CALL YOUR GUESTS TWO (2) DAYS BEFORE TO FIND OUT WHAT APPETIZER THEY ARE BRINGING AND ASK IF THEY HAVE ANY QUESTIONS. Tell them your table number, Marian title and room where it is located.**
- Any cancellations may be given to Lori Alvarez to be filled with last minute general reservations.
- General Reservations will go through her as well. All guests must register.

Contact information for Micki Walker 678-464-6527, pmwalkerptc@gmail.com

CHILDCARE

Unfortunately, we will not be able to offer childcare this year.

SEATING ARRANGEMENTS IN CHURCH FOR PRESENTATION BY Dr. Mike Scherschligt

We will proceed to the Church for the presentation by Mike Scherschligt at 6:30 p.m. The Church seats approximately 600.

SOCIAL TIME – DESSERT & COFFEE

Dr. Mike Scherschligt will speak until about 8:00. At that time we will be going back to our tables for dessert & coffee. It is up to each individual hostess whether or not to have your guests come back to the table for this or let them serve themselves. The cake will be cut up and on plates on the cake table in each room.

CLEAN UP

1. Please do not begin cleaning up your table until **after 9:45 p.m.**
2. Please leave your area better than you found it. Look around and under the table cleaning up food and trash that may have fallen on the floor.
3. Ensure you leave nothing behind.
4. We will ask each hostess to be responsible for returning their tables to the location designated by a white label on the side of the table. Chairs should be stacked (Loreto Hall) or placed on the storage rack (St. Faustina Room).

Thank you so much for your efforts. Each year we are amazed at the beauty and tranquility of this event that is only possible through your radiant hearts full of love.

CONTACT INFORMATION

For any information other than reservations contact either:

Terri Thomas
678-466-1739
tthomas@holyltrinityptc.org

or

Bonnie Skiles
678-357-1031
skiles.bonnie@gmail.com