



Advent by Candlelight Table Host Instructions

Wednesday, December 4

Thank you for hosting a table for our Annual Advent by Candlelight!

We are excited to offer this special night to the women in our group, combining social time with advent preparation. Your leadership for your table will help make this a memorable event for all. Below are guidelines that will help communicate with the other ladies you have invited or who are assigned to your table.

All tables will be pre-set with a white tablecloth and Mary Martha Circle will provide water. Your table will be responsible for the following tasks **for your table**:

1. **Advent decorations**, including candles. Candles should be in a holder so as not to drip on the tablecloths. Be as festive as you like with your table decorations. It will be fun for everyone to walk around the room to see the various table decorations. If you are looking for decorating ideas for your table, try searching Advent by Candlelight on Pinterest.
2. **Paper products or plates, utensils, and glasses**. While it is nice to have an elegantly decorated table, we do not want you to stress too much about decorating. You may choose to add a charger and cloth napkins to each place setting to dress up your table a bit, but you are welcome to use disposable paper products for easy cleanup when the event is over. You can find nice plastic throw-away plates at Costco or Party City.
3. **Food**. You can be as elaborate as you like in this area depending on whether the ladies at your table enjoy cooking. You can choose to serve your meal “tapas style” or a full meal with entrée, salad, and dessert.
4. **Drinks**. Water and coffee will be available, but you can assign a couple of ladies to bring a holiday beverage or wine and/or beer for your table.
5. **Dessert**.
6. **Serving Table**. Each table will have a separate serving table reserved along the wall of the Ministry Hall for food prep and will have tables available in one of the classrooms to store bags and containers.

The Ministry Hall will be open at 2:00 pm for anyone who would like to arrive early to set up their table. Cocktail time will begin at 6 and the Welcome will be at 7:00 pm.

Please contact [Mary Martha Circle](#) with questions.