

Table Hostess Information & Checklist

Thank you so much for volunteering to be a table hostess for the Ladies Advent by Candlelight. We could not serve our members and friends without your help.

The church will be open at 1pm on Thursday, December 7th for you to come by and decorate your tables. School is in session during this time, so we ask that you stop by the Welcome Desk and obtain a security badge from Mark.

We also ask that all table decorations are complete by 5:30 pm so that we are ready to open the doors to guests at 6 pm. From 6:00-7:00 we encourage you to welcome your guests, circulate among the tables and admire the decorations.

At 7:00 we will be taking our seats for the welcome, opening prayer, dinner and fellowship at our tables. Dinner will be catered by Andre's. After dinner we will start the entertainment portion of the evening.

Please complete all of hostess information during the registration process at knowthesavior.org. For instance, number of guests & names of guests if known, tablecloth color if using one provided by Abiding Savior. The tablecloths will be distributed the day of the tea and colors are limited so they are on a first requested basis. We recommend getting your request in as soon as you know what you'll need.

The \$15 per person for your table is due no later than November 19th. We ask, if possible, for you to pay for your whole table & have your guests pay you directly. Just to make things simpler, especially for those who may not attend our church or school. You may pay via the website or use Venmo (@abiding-savior). If using Venmo, please put Advent by Candlelight in the memo.

Hostess Checklist:

- Register & pay for guests by November 19th
- Reserve tablecloth
- Dessert for your table and serving utensils
- Table settings for all guests (linens, plates, silverware, glasses, tea/coffee cups, water glasses, dessert plates, etc.)
- Table centerpiece, decorations, chair decorations (if desired), candles, candle lighter, etc. **Note any tapered candles must be enclosed in a glass hurricane.**
- Favors for guests (if desired)
- Paper towels to wipe down any non-disposable serving items
- Coffee carafe, hot water carafe for tea, assortment of teas, creamers, sweetener, cold water pitcher, hot chocolate, etc.

Coffee, hot water for tea, dinner, ice/water will all be provided.