

Lighting the Way hostess guidelines

Thursday, November 29th 6:30-8:30

Hostesses should plan to be there from 5:30-9:00 for set up and clean up.

Reminder: We will be seating 9 women per table to make room for more since we are only holding the event one evening.

SETUP: The Hall will be open for set up after 8AM Thr, pending a funeral which could move our setup time back to 2:00. (If this is the case, I will notify you through via email - hopefully by Monday the 26th)

Responsibilities: setting a **table for 9** to include:

- **Tablecloth** (any “Advent” color you have, plastic or cloth) The tables are 66 inches.
- **9 place settings** to include water glass/cup, coffee cup, fork or spoon, napkin, dessert plate (You may use whatever you have at home. It doesn’t need to be fancy or to match. Paper products are encouraged to cut down on clean up.)

Please try to stick with Advent appropriate tableware (no Santas)

- **Some type of wreath**, whether artificial, fresh or simple greens. **Does not have to be an “Advent wreath” with the appropriate colors. Please use whatever you have.**
- **Candles-** any type or color, as long as they are enclosed. Use as many or few as you would like. *No taper candles please*
- **Coffee carafe** (there are some available at church)
- **Containers for** individual sweeteners and creamers
- **Water pitcher** (plastic pitchers available if needed)
- **Dessert** for your table- as simple or involved as you would like.
- Optional- some women like to have a small dish of candies or nuts.
- **If any SMG dishes are used, they will need to be washed in the dishwasher that evening.**

NEW **Only coffee and individual creamers will be provided please bring any additional (non alcoholic) beverages you would like.

Anyone can sign up online by going to the SMG website and clicking on the Lighting the Way Signup Genius link. It is possible to edit at any time.

Although it is acceptable to invite guests to your table, please consider leaving at least 2 empty seats for women of the parish who may be new, have not attended in the past or do not have “connections”. Outreach is an important aspect of this event.

ARRIVAL: Women will be directed to enter through Parish Hall doors which will open at 6:00. At sign-in they will receive their nametags and table assignments. **When women arrive at your table, please welcome them, make sure they have a nametag, introduce them to the other women and dessert can be served when you are ready.**

Timeline *for evening:*

5:15 to 5:30- hostesses arrive

6:00- doors open and tables need to be set- pitchers and carafes filled, candles lit, dessert cut or plated

7:00- program begins

7:45- program ends

7:45-8:30— fellowship

8:30- clean up begins

*****PLEASE DO NOT LEAVE UNTIL YOUR TABLE HAS BEEN CLEARED AND CLEANED, YOUR AREA HAS BEEN SWEEPED AND YOUR CHAIRS HAVE BEEN PUT UP ON THE TABLE

PLEASE NOTE Keep things simple and convenient for you and keep in mind the reason for this event. If you become overwhelmed or stressed, you are defeating the purpose of the evening. Consider partnering with a co-hostess to assist with setting the table or making a dessert. **If you need a baker, contact me as I may have a volunteer for this!**

Thank you so much for helping to make this event a success!

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