2026 Advent by Candlelight
Hostess Guidelines

Thank you for being a part of the Advent by Candlelight event. We could not do this without you! Table hostesses serve to create a warm and welcoming event. Some guidelines and instructions are listed below for your reference. If you have additional questions or need clarification, please contact the church office.

Event Information: *please note highlighted changes to this year's event.*

Date: Tuesday, December 8, 7-8pm (second Tuesday in December, 7pm start time)

Hostess Prep Time: 5-6:45pm (7-7:30pm program, 7:30-8pm dessert)

Location: St. Paul's Sanctuary (program) & gym (dessert)

Cost: FREE (free will donations will be accepted at the event)

Food and Beverage: This year's event will be different from year's past. The event will begin with our program in the sanctuary, followed by dessert in the gym. Dinner will not be provided this year. Coffee and water will be provided during dessert reception. *In the past, some hostesses have provided their guests with a little keepsake gift, but this is completely optional!*

Child Care: Child care and pizza dinner provided for younger children if requested in your registration.

Who Can Participate: Ladies and girls 4th grade and older. You do NOT have to be a member of St. Paul's to participate.

Hostess Role:

- Invite as many guests as you would like to the event. Tables will seat 8 comfortably. You may request 2 tables, if necessary. Filling a table is optimal but not required. If you do not have 8 people (including yourself) at your table, we will do our best to round out the table with other registered participants.
- Provide holiday décor and place settings for a table seating of 8.
- Provide a dessert for guests at your table and any additional beverages (alcohol not permitted).
- Be a welcoming presence to all attendees.
- Clean up after the event. If using church dishes, we ask you to wash them at the evening's end.

Registrations:

Hostess Registration:

- Available on the church website or through the link provided in the "What's Happening" email.
- You may host a table by yourself or ask a friend to co-host with you and split the responsibilities. For example: one person may set/decorate the table and the other person provides dessert/beverage.
- **Please register by November 18th.**

Attendee Registration:

- Guests can register from **Friday, November 20-December 4**.
- We are currently restructuring guest registration to make it simpler for guests and church office admin. You may ultimately be asked to provide a list of your guests to Cassie Glastetter. More info to come.
- If anyone needs assistance with registration, please contact the church office at (714) 637-2640 or amelia.capell@splsorange.org.

Hostess Set-Up:

The church gym will be open Monday, December 7 from 6:00-8:00 pm or anytime during the day on Tuesday, December 8 for you to decorate your table. All table decorations should be completed by 6:30pm. To allow for more participants, we are only offering the 96"x30" rectangular table with comfortable seating for 8.

Hostess Provides: *(*items can be borrowed from church by requesting during registration)*

- Dessert (and optional beverages) for all guests at your table. (Coffee/tea/water will be provided)
- *Tablecloth (cloth preferred)
- Christmas-theme decorations. (Please keep in mind that rectangular tables are narrow so plan decorations and centerpieces accordingly.)
- Napkins, *silverware, water glasses, tea/coffee cup
- *Coffee carafe, *hot water carafe, *ice water pitcher, *creamer and sugar dishes

Plan on setting the table for 8 people, even if your guest count is less. Those attending without a hostess may be added to your table if space is needed. You may use fine China, picnic-style tableware or paper products. The more festive, the better! We suggest you bring plastic bags for dirty dish clean-up at the end of the evening.

We Provide:

- Music and programming
- Coffee, tea, creamer, sweetener, ice water
- Decorated dessert table. Tables will be shared with multiple hostesses. DO NOT decorate these tables. We need to allow for ample room for each hostess. (If you prefer to bring your own card table and decorations, please contact Cassie to see if space is available.)

Items available to borrow:

- Clear, glass dessert plates & bowls
- Black coffee carafe
- White hot water carafe
- Water pitcher
- Cream and sugar dishes
- White rectangular tablecloth

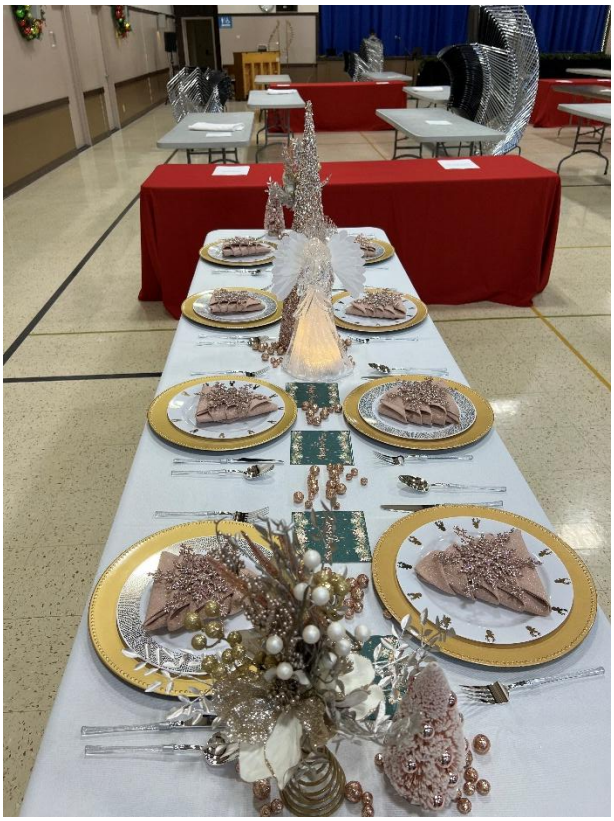
Quantities are limited so please let us know BEFORE the event if you need these items. You can indicate your needs on your registration form or contact Cassie.

IMPORTANT INFORMATION FOR DURING THE EVENT:

- Make sure all participants are registered prior to the deadline **(December 4th)**.
    - *We understand last-minute changes can happen. The purpose of this deadline is for seating logistics.*
- Church borrowed dishes must be washed, dried and put away the night of the event (excluding carafes and condiment dishes).

Thank you again for serving as a table hostess. Please let Cassie know if you need anything or have questions.

See tablescape examples below:



Merry Christmas