



## Table Leader Instructions

### PLEASE READ ALL INFORMATION TO ENSURE A SAFE AND FUN EVENT

Thank you for being a table leader for Advent by Candlelight! Good leadership of your table gives all guests a positive experience of the event.

#### Table Leader Responsibilities:

- ❖ Contact each person in your table group to welcome them as soon as you have the list.
- ❖ Set up a meeting or email with all table guests to plan table decorations, food, drinks, and place settings. It is essential to get the table group together for planning as soon as possible!
- ❖ Attend a table leader Zoom session. See email for dates.

#### Tables:

- ❖ Each table group will have two tables assigned to them.
  - A round dining table that seats 8, pre-set with a white fabric tablecloth.
  - An 8' rectangular table, preset with a white plastic tablecloth.
- ❖ It is up to the table group to plan for and provide ALL table decorations (Advent themed), place settings & tableware.
- ❖ The 8' rectangular table is provided for serving your food and beverages 'buffet style' for only your table group. It is optional to decorate this table.

#### Table Set Up:

- ❖ Table set up is to be completed no later than 5:30 pm the day of the event.
- ❖ The Parish Hall will be open from 12:00 pm -5:30pm to decorate/set the tables.
- ❖ Food and beverages should be brought closer to the start of the event. These items will be placed on your 8' rectangular serving table.

## Event Highlights:

- ❖ All are encouraged to attend the 5:30 pm Mass before the event.
- ❖ Doors open for the event at 6:00 pm. Program begins at 6:30 pm.
- ❖ All items must be cleaned up/removed from the parish hall by 10:00 pm.

## What Is Provided?

- ❖ Water, coffee, cream and sugar
- ❖ White fabric tablecloth for your dining table
- ❖ White plastic tablecloth for your food serving table

## Items not allowed:

- ◆ NO CROCKPOTS
- ◆ NO REAL CANDLES
- ◆ NO GLITTER, SPRINKLES, PARTY /POP/CRACKERS, OR CONFETTI
- ◆ THE SMM KITCHEN FACILITIES CANNOT BE USED

## What does the table group need to bring?

1. **Advent decorations** for your dining table. Only BATTERY-OPERATED CANDLES CAN BE USED PER FIRE CODE. We encourage you to be as festive as you like with your table decorations. While it is nice to have an elegantly decorated table, please don't stress about decorating. Suggestions: add a table runner, charger, and cloth napkins to each place setting along with a simple centerpiece, etc. to dress up your table. If you are looking for decorating ideas, try searching Advent by Candlelight on Pinterest.
2. **Paper products, plates, napkins, utensils, and glasses** for your table. Finer dishes/glassware/silverware or plastic/disposable products may be used. Disposable paper/plastic products are best for easy clean up when the event is over. You can find nice plastic disposable plates/cups/silverware at Costco or Party City. **You are welcome to bring non-disposable tableware if you wish but realize that you will be carting home dirty dishes as we will not be using the parish kitchen for dishwashing. Be sure to bring a sturdy container to pack up your dirty dishes if you choose this option.**
3. **Food** for your table group. You can be as simple or as elaborate as you like depending on the preference of the table group. You can choose to serve your meal "tapas style"

or a full meal with entrée, salad, and dessert. You could order a ready-to-go meal from a restaurant to make it easy for your table group or divide the food items among them. Feel free to share a buffet table with another table group to eliminate leftovers and to have more fun trying new foods.

Be sure to bring storage containers, saran wrap, foil, etc. to package up your leftover food at the end of the evening.

4. **Drinks** for your table group. The parish will have water and coffee available. The table group would need to provide any other beverages. If you'd like, you can bring a holiday beverage or wine and/or beer for your table group. **Make sure to bring a wine opener and glassware (plastic or finer glassware) for these drinks.**
5. **Dessert** for your table group, if desired. **Make sure to bring dessert plates and forks, etc. as necessary.**

Please email [smmadventbycandlelight@gmail.com](mailto:smmadventbycandlelight@gmail.com) or call Amy Alvarez (407-341-0388) or Karen Falbo (407) 644-6812 with any questions.