



Advent By Candlelight
Table Preparation Instructions

Tables should be decorated **between 3:30 pm – 5:00 pm**
on the day of the event, Tuesday, December 5th

1. Table should be decorated with an **Advent, Christmas, or Winter theme** in mind.
2. Table needs to be **set for 8** women (we are using round tables).
3. A **white linen table cloth** will be provided, but you may choose to cover with another decorative or colorful tablecloth, or use a table runner.
4. Decorations should include a centerpiece with candle/candles as part of the centerpiece.
5. Please, no individual gifts for table members.
6. The “Advent by Candlelight” committee will be supplying you with a simple white ornament that you can incorporate into your table decorations.
7. **Place settings** should include:

A Dinner plate
A glass
A cup/saucer or mug
Flatware
(knife, fork, spoon)
Cloth napkin

No paper or disposable plastic please.

(FYI: to aid in clean-up, an 8” plastic plate will be provided for guests as they go through the dessert buffet line)

Notes: No scented candles

Lit candles will be our only lighting, so please have several in your centerpiece, or on your table. Please make sure all candles are secure in their holders. Take care not to place your candles too close to the decorations on your table.

Include on your table containers to hold sugar, sweetener, and cream packets. (we will provide the sugar, sweetener, and cream packets).

Look on Pinterest or Google for Advent by Candlelight ideas.

Storage in the Conference room will be provided for your empty boxes or cartons.

We will have carts and workers to provide help getting your boxes from your car.

We are not assigning seats this year.

You are not responsible for filling the places at your table. However, if you do want friends/family at your table, we will have small “reserved” cards you will be able to put at each place setting to hold that spot for your friends.

Thank you so much!! Below are some examples of some tables from last year. It was a wonderful event, made beautiful and memorable by our amazing table decorators!!

Questions: Mary Cumming (marycumming1@comcast.net) 306-6953

