

Ladies Night Out

Annual Christmas Advent Dinner

Tuesday, November 14th, 2017 at 6:30pm



Table Hostess and Decoration Information

Thank you for purchasing a table and/or hosting the guests who will be seated at your table with you! We have 40 tables waiting to be decorated for the evening, and would love to have you set and decorate a table. This packet is filled with information about table hostess duties and table decorations. Please review in detail, let us know if you have any questions, and return the last page to us completed with your décor/hostess registration information. Thank you in advance!

Event Schedule:

The schedule for the Dinner event on Tuesday, November 14th is as follows:

- 6:00 pm – Doors officially open, guests arrive (child care check-in, hospitality table, women are seated)
- 6:30 pm – Dinner and program begin
- 8:30 pm – Estimated conclusion of program

Childcare:

There will be childcare available by registration only. There is no charge for this provision, but we must have an accurate head count for food and activity preparations. Child care registration deadline is **Wednesday, November 8th**.

Questions:

Please don't hesitate to reach out to us if you have questions or concerns. We are just a phone call, text, or email away!

Althea Nance	Event Planning	770-827-9837	anance@bellsouth.net
Jaybrena Passmore	Event Planning	678-967-1155	passmorer@bellsouth.net
Karen Martin	Table Hostess/Décor Coordinator	770-584-4918	kc_martin@bellsouth.net
Terry Whitmore	Tickets, Seating	770-330-7980	terry_whitmore@bellsouth.net

Table Hostess Duties:

- Please keep Terry Whitmore informed of any available seating leading up to the event.
- Please be in the Activity Center ready to greet guests at your earliest convenience as doors open to all guests, but no later than **5:45 pm**.
- If you need assistance for any of your guests, please let one of the Women's Ministry team leaders know.
- Many of you are hosting guests you have specifically invited to join you. We expect to fill all of the available seats, so please plan to welcome and include additional guests that may also be seated with you.
- Keep conversation flowing and make sure everyone is introduced.
- Don't hesitate to ask a server or event coordinators for help should you have any concerns or notice any issues.
- During the Advent portion, we will ask that you light the candles as instructed at your table.
- Make sure that no utensils or place setting items go back to the kitchen by well-meaning servers.
- At the close of the event, please thank all guests at your table for coming.

Menu:

The menu will be set in late October or early November. Please ask for details then if one of your guests needs to know.

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Thank you in advance for your help in turning the Activity Center into a gift of beauty to welcome women into a celebration of the true meaning of Christmas. Below are details on how the tables should be decorated and prepared:

- **Centerpiece:** We ask that you provide a centerpiece to decorate the center of the table that in some way includes five candles. Candles will be lit at specific times during the evening as instructed. (See following information about advent wreaths and the candles.) You may want to bring a **lighter** with you. You will take your decorations home with you at the end of the evening. We ask that it not be too tall, so that everyone can see each other at the table.
- **Advent:** Each of your **five candles** MUST have a votive/tea light holder or other surface under the candle to protect the tablecloths from wax drips or spills. The candles will be lit during the evening by the table hostess. The candles do NOT have to be a certain color, style, height, or size.
- **Place Setting:** We also ask that you provide a table **setting for eight** using your nice dishes, glassware, silver, name place cards, or whatever you would like to bring to make the table look beautiful. This can be ANY style or color of your choosing: fancy china, modern, vintage, natural, etc. The meal will be served to each place on clear plastic 10" plates that sit on top of your dishes. Additional optional **service items** you may want to include are salt and pepper shakers, butter dish, lemon dish, sugar/creamer dishes and coffee cups.
- **Condiments:** We will provide butter, salt, pepper, lemons, creamer, sweeteners, etc. We can provide clear, plastic service pieces, but you may want to bring your own to match your decor.
- **Table Linens:** You may bring your own cloth, or we can loan one. White tea-length, navy tea-length, burgundy floor-length, and black floor-length tablecloths are available. There are many white cloths and colored cloths will be loaned out while supplies last. We also have a limited supply of red, white, burgandy and other cloth napkins that you are welcome to pre-wash for use. We only ask that you wash and return them in a timely manner. Paper napkins are fine, as well.
- **Favors:** The Women's Ministry will provide a "prayer favor" for all women in attendance. Please do not provide additional favors or gifts for your guests.
- **Table Numbers:** Table locations will be assigned upon registration at the Women's Ministry Table. This will be done on a first-come, first-served basis. We will do our best to accommodate all table location requests: power outlets, vision or hearing impaired guests, etc. Each table will be numbered on event night for ease of guest seating and serving. Tickets are also numbered to correspond with table numbers so guests will be able to locate the table.
- **Decoration Time:** All tables must be decorated before noon on Tuesday, to allow plenty of time for the final check of each table and overall presentation by our hostess team. Your table will have your name on it in the Activity Center when you arrive, so you know which table to decorate. If you are unable to come at either of these times, please let Karen Martin or Jaybrena Passmore know and we can see about making arrangements.

Monday Evening, Nov 13th: 3:00 – 8:00 pm • Tuesday Morning, Nov 14th: 9:00 - 11:30 am

- **Storage Space:** Rooms 112 and 122 have been reserved for storage of boxes and totes used for bringing in décor items and dishes. Please use this area to store your "extra" items after your table is decorated and during the event.
- **Questions/Comments:** Please contact Karen Martin if you are interested in decorating a table or if you have any questions or need assistance.

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A few words about Advent...

Celebrating Advent is a way to prepare our hearts for the Christmas Season. It is often celebrated in churches and also in many homes during the weeks before Christmas Day. Our evening will focus around the four themes that advent encompasses: hope, peace, joy, and love. We look forward to learning ways we can enjoy more of the season and reflect on the true meaning of hope and joy that we have in Christ. Here are some traditional points about Advent:

Wreath

The Advent wreath is made of evergreen boughs, symbolizing everlasting life. The circle represents the continuous love of God, with no beginning and no end, as well as the soul's immortality.

Candle Colors

Each of the four colored candles in the Advent wreath represents a week leading to Christmas. Traditionally, three of the candles are purple, and one is pink. The fifth candle is white and is located in the center of the wreath. It is lit on Christmas Eve or Christmas Day. Other candle colors can also be used if preferred.

Origin of Pink Candle

It was once a tradition for the pope to give someone a rose on the fourth Sunday of Lent before Easter to "liven up" the somber tone of the season. Before the mass commercialization of Christmas, Advent was also a solemn time, as people fasted to prepare for the holiday. The rose custom became part of the third Sunday of Advent. Eventually, the third candle turned pink as well. Traditions vary on these colors.

Candle Symbolism

The candles are traditionally lit in the following order: purple, purple, pink, purple, white. The first is called the "Candle of Hope." It symbolizes faith in God keeping his promises to humanity. The second is called the "Candle of Preparation," (or "Peace") reminding Christians to "get ready" to receive God. The third candle is the "Candle of Joy." It recalls the angels joyfully singing about the birth of Christ. The fourth candle, the "Candle of Love," reminds Christians that God loves them enough to send his only Son to Earth. The "Christ Candle," the white candle in the center, stands for Jesus Christ himself.

Rituals

Some Christian faiths encourage families to light a candle on the wreath every day during Advent, followed by Scripture readings, songs and prayer. During the first week, one candle is lit each day. During the second week, two candles are lit, and so on. Many families today just do what works for them in preparing their own hearts during the season.

Variations

There are many interpretations of the Advent candles. Some believe the candles stand for Hope, Peace, Joy, and Love. Some light the pink candle on the last Sunday before Christmas instead of the third. Some use four purple candles. Some light all candles in one week. In all of these family traditions, the symbolism is steeped in the Christian faith.

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Table Hostess/Decoration Volunteer Registration

Please fill out this page and return it to the Women's Ministry table in the Worship Center foyer, give it to one of the Women's Ministry team members, or drop it by the church office. You may also email the information to Karen Martin or Terry Whitmore. Please keep the remainder of this informational packet for your reference.

Name: _____ Phone number: _____

Email: _____ Plan to Decorate: Mon evening? Tues morning?

Number of tables you would like to decorate: _____ Table Number(s): _____

Special Requests: _____

Tablecloth(s) needed? White _____ Navy _____ Burgundy _____ Black _____ None _____

Cloth napkins needed? White _____ Red _____ Burgundy _____ Other _____

Clear plastic service pieces needed (Y/N):

Butter _____ Lemons _____ Salt & Pepper _____

Sugar Bowl _____ Sweeteners _____ Creamer _____

Any Special Requests? _____

If you purchased a full table or multiple tickets and any of your guests need childcare, please list the name and ages of each child. The deadline for childcare registration is November 8th.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____