Advent by Candlelight – Host Responsibilities

Event: Advent by Candlelight

Purpose: This is an event put on by women, and for women. It is a time to reflect on the coming of the Savior and to help refocus our lives during the busy holiday season. It is a time of fellowship, devotion, and song.

Date/Time: Sunday, December 6, 2026
2:00 p.m. to 4:00 p.m.
Setup can begin at 12:00 p.m. and all tables must be setup by 1:30 p.m.

Location: Emmanuel Lutheran Church – Ministry and Education Center
715 W. Southern Ave., Tempe, Arizona 85282

Host role: As a host, you will have a table of up to 8 ladies where you can either invite your own female friends and family members to fill your table, or you can do an "open" table where anyone can sit with you who signs up. You will then decorate your table and provide small finger foods and drinks.

Please let Bethany Olson or Alysha Bergsma know by November 15 if your table is "open" or if you'll be inviting ladies to your table. If your table is "open", that means ladies that are not already a guest at a specific table will be added as a guest to your table. However, if you are inviting ladies to your table, they still need to be added to the sign-up list as "Attendees"; simply input the host's name in the "Comment" field for each attendee.

Sign-up (as Host or Attendee):

https://www.signupgenius.com/go/30E0A4FADA82DAA8-66937032-advent

Advent by Candlelight sign-up

Emmanuel will provide the following:

- Water (hot, cold), ice will be available
- Coffee
- Paper coffee cups with lids

Host responsibilities:

- Decorating your table - As simple or elaborate as you'd like; We recommend bringing your own tablecloth; Also, paper plates and plasticware work well (and easy clean-up!)
- Candle(s) to be incorporated into the table decoration is not required but a nice touch! *If using candles, please bring battery-operated candles for your table.*
- Service ware for your table (e.g. tea cups, water cups, spoons, napkins, creamer, etc.)
- Finger foods for your table (e.g. cucumber sandwiches, quiches, creampuffs, fruit, nuts, pigs in a blanket, pinwheel sandwiches, Chex mix, etc.)
    - For inspiration (packaged/ bought food or home-made); Think desserts, hors d'oeuvres, canapes: https://abeautifulmess.com/easy-finger-food-ideas/, https://www.eatwell101.com/finger-food-recipes
    - We do ask that you consider your guests' food allergies/restrictions; If you're hosting an "open" table, please be sure to label your offerings or be able to easily answer your guests' questions about ingredients.
- Drinks for your table (e.g. tea, hot cocoa, cold water)

  Please keep in mind this is not meant to be a full meal but rather a time of fellowship with some refreshments.

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Pictures of past tables for inspiration











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