

# Christmas Eve 2024 Hosts Cheat Sheet

## SEATING

No empty seats; saving is fine

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## COUNT

After Jingle Jam kids leave

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## DURING MESSAGE

Keep watch but be invisible; no walking around; cell phone to minimum

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## OFFERTORY

Baskets from altar side, first row & row with yellow dot next to chair

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## COMMUNION

EM in front at both Masses

**3pm:** Front EM - special needs in front row only; Back EM to serve special needs remainder of your section, then serve from the rear of the section

**5:15pm:** Front EM only, serving all special needs and then regular lines

## CANDLE LIGHTING

Start when about ½ section finished Communion, lighting from the side opposite Communion lines as soon as Silent Night begins

Please do not disturb someone praying.

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## LOST CHILDREN & PARENTS

**3pm:** Bring to the Section Director

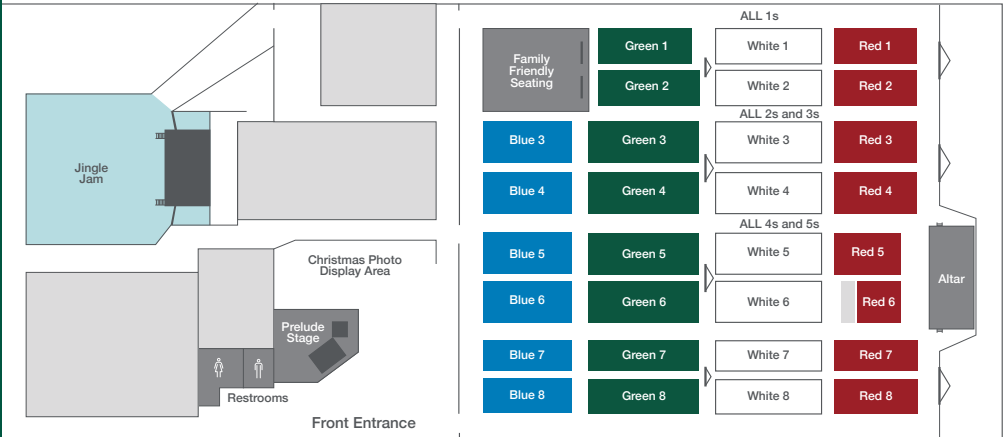
**5:15pm:** Radio alert to Host Lead, Roger

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## EMERGENCIES

**Channel 1**, 9-1-1 emergency, [location, brief description].

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Family Friendly Seating	Green 1	White 1	Red 1
	Green 2	White 2	Red 2
Blue 3	Green 3	White 3	Red 3
Blue 4	Green 4	White 4	Red 4
Blue 5	Green 5	White 5	Red 5
Blue 6	Green 6	White 6	Red 6
Blue 7	Green 7	White 7	Red 7
Blue 8	Green 8	White 8	Red 8