



**an intense experience of prayer,  
adoration and worship.**

580 N. 4th St., Columbus, Ohio 43215

[xlt@colsdiosc.org](mailto:xlt@colsdiosc.org)

614.241.2565

Dear XLT Host,

Thank you for your hospitality in hosting this youth event at your parish! We are very much looking forward to working with you on XLT.

Enclosed is a list of items that would be helpful to us if you could provide them for the XLT event. If there is an item on the list that you cannot or do not want to provide, please let us know two weeks in advance, and we will take care of it.

We want the hosting process to be as pleasant as possible for you, so please do let us know if you have any questions or concerns for the evening.

As a reminder, our committee will be arriving at your parish/school to help with the set-up an hour and a half before your scheduled XLT will begin. The youth will begin to arrive as early as 6:30 for ice breakers and refreshments, and the XLT will begin promptly at 7:00 p.m. and end promptly at 8:30 p.m.

The XLT Columbus Committee will be coordinating the community building activities for the evening, and we will coordinate the majority of the logistics of the evening. However, if you would like your youth involved in any of the XLT activities, please let us know as soon as possible, because we would love for them to be involved.

Thank you again for your generosity and support! Please do not hesitate to contact us for questions at [xlt@colsdiosc.org](mailto:xlt@colsdiosc.org) or call 614-241-2565.

Sincerely in Christ,

The XLT Columbus Committee

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Items for the host site to provide:

**Altar Items**

- A Monstrance
- Consecrated Host for the Monstrance
- Incense with charcoal and a lighter
- Incense stand
- One cope
- Altar or a table to serve as an altar
- Cloth for the altar
- 2 candles to be set on the altar
- Elevated stand for the Monstrance (optional)
- 2 kneelers or kneeler pads (pillows) by the altar

Environment Items (if you have these in the room, we can set them in the appropriate place in the room)

- 3 or 4 large tables for refreshments (if you are unable to provide the refreshments for this event, please let us know): 1 for water pitchers, 2 or 3 for food
- 2 tables in the front of the room by the band for their equipment
- 2 tables by the entrance for giveaways and other resources that we'll provide
- A/V cart w/ LCD projector (we can bring an LCD projector if you do not have one)
- 250 chairs with a few extras on the side
- A large screen for projection, or a wall
- 3 or 4 adults volunteers to help with the food and refreshment distribution and clean-up
- A teen group to serve as greeters and help with ice breakers

Suggested Food and Refreshments for the Event

- Veggie platters
- Cheese and crackers
- Grapes
- Chips and pretzels
- Coffee and Water

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