

# Tea Party Checklist

By Jake R Brady

- ☐ Tea Party Planning
  - ☐ Make a list of the people you would like to invite.
  - ☐ Decide on a date and time.
  - ☐ Organise your venue - this could be at your home or your office.
  - ☐ Write and send out invitations.
  - ☐ In your invitation, specify the time, dress and type of afternoon tea (cream tea, light tea, full tea).
  - ☐ Create your tea menu, include traditional and unique or seasonal teas.
  - ☐ Choose your decor or theme carefully.
  - ☐ Prepare your tea set and place settings.
  - ☐ Have enough tea cups, silverware, and napkins for each guest.
  - ☐ Brush up on your tea party etiquette.
  - ☐ Stock up on tea, coffee, milk, herbal tea and soft drinks.
  - ☐ Get some volunteers to help you lay out everything on the day.
  - ☐ Take photographs.
- ☐ Tea Party Supplies
  - ☐ Tablecloth, tea napkins, napkin rings.
  - ☐ Tea kettle.
  - ☐ Tea set consisting of a teapot, creamer, and sugar bowl.
  - ☐ Tea cups, tea spoons and the saucers.
  - ☐ Tea plates and serving plates.
  - ☐ Dessert plates.
  - ☐ Sugar bowl or honey pot.
  - ☐ Serving tongs for proper tea etiquette.
  - ☐ Cream pitcher.
  - ☐ Sugar or honey, sliced lemon, milk or cream.
  - ☐ Tea and tasty food, of course.