

# 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.