Tea Party Checklist

Created: 1/2/2012

# Tasks:

☐ **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.**