

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.