

## **CHECKLIST FOR YOUR LITTLE GIRLS' TEA PARTY**

***Planning ahead will be key for you to have a stress-free party. Use these helpful hints to guide you along that planning path.***



1. ***Determine the when, time, where and how many will you want at the party.***
    - **WHEN** is important to consider for days available. Holidays are fun but can be tough. Schedules are busy. Invite early to make sure your guests availability.
    - **TIME** will determine food choices for your guests and how long. Adult teas generally are 2 hours long.
    - **WHERE** and **HOW MANY** help to determine location of your tea party
    - Are you going to invite parents or just the girls? Sometimes parents will be fine with a drop-off but if they are not familiar with you, they might want to stay around.
    - Remember that these are littles...so their attention span is limited. Activities indoors and outdoors will be helpful.
  2. ***Once you have the pieces of #1 identified, there are some things you will want to consider.***
    - Will you have games, crafts or activities?
    - It's a tea party - will the girls wear hats or dress up?
  3. ***Menu preparation.***
    - Check on allergies for your guests and adjust as necessary.
    - Keep in mind the time of day you are having this and any seasonal preferences. If in the afternoon, your guests may have already eaten - so a light menu might be appropriate.
    - What equipment will you need - how will you set the table and present the food. It's a tea party! Have fun with it!
    - Consider disposable items for plating – easy on you all for the cleanup.
  4. ***Putting the invites together.***
    - Choose an invite that is friendly and inviting
    - Determine when the invites need to go out
    - Be sure to include RSVP
    - Include the parents to make sure those invites get home if delivered to school
  5. ***Setup and Cleanup.***
    - Make sure you have a plan around your setup. Give yourself enough time to take a deep breath before all the fun starts.
- ***Remember that the party doesn't have to be an extreme expense.***
  - ***Utilize what you have in your home as well as discount / dollar stores.***
  - ***Involve your little hostess in the selection and the preparations – this will make her a part of the whole process.***
  - ***These are just guidelines and suggestions to help your special day be fantastic!***



## TEA PARTY CHECKLIST

✓	DATE COMPLETED	TIME FRAME	TASK
		1 month before	Say YES to a Tea Party
			Date for party identified
			Time for party identified
			Location of party identified
			Guest list identified / information gathered
			<ul style="list-style-type: none"> <li>Determine parental involvement</li> </ul>
			Theme for party selected
			Invitations Selected
			Invitations out to guests
			<ul style="list-style-type: none"> <li>Include RSVP timeframe</li> </ul>
		3 weeks before	<ul style="list-style-type: none"> <li>Ask about allergies</li> </ul>
			<ul style="list-style-type: none"> <li>Include any parental involvement</li> </ul>
			<ul style="list-style-type: none"> <li>Include parental contact information</li> </ul>
			Menu identified – inquire about allergies
			<ul style="list-style-type: none"> <li>Review menu and any make ahead items</li> </ul>
			Activities identified
			<ul style="list-style-type: none"> <li>Purchase items for crafts / activities</li> </ul>
			Review guest list for RSVP
			Review menu for any make ahead prep
			Determine decorations and table settings
		2 weeks before	Confirm Menu Selection
		1 week before	Complete any make ahead recipes from Menu
			Review guest list for RSVP
			Make up Menu Card and Run Off
			Purchase craft or activities supplies
			Purchase table supplies
			<ul style="list-style-type: none"> <li>Washable Tablecloth</li> </ul>
			<ul style="list-style-type: none"> <li>Silverware</li> </ul>
			<ul style="list-style-type: none"> <li>Cups</li> </ul>
			<ul style="list-style-type: none"> <li>Plates</li> </ul>
			<ul style="list-style-type: none"> <li>Napkins</li> </ul>
			<ul style="list-style-type: none"> <li>Serving Items</li> </ul>
			<ul style="list-style-type: none"> <li>Teapot if using</li> </ul>
		2 days before	Purchase perishable items if necessary

