



Welcome to your Teas The Season Tea Party Planning Toolkit.

Let me introduce myself. My name is Beth Shields and I am the author and owner of Teas The Season, a blog devoted to the art and celebration of all things tea. I have held afternoon teas in my home and visited many tea rooms over the years. I am passionate about helping people enjoy afternoon tea parties without all the hassle and stress. This toolkit was developed with that in mind. These are guidelines for you - so feel free to change these steps to fit your needs. No hard and fast rules – just enjoy your tea party, from planning to execution!

Here's what is in your Teas The Season Party Planning Toolkit:

1. Helpful hints to get started
2. Tea Party Checklist
3. Tea Service Scheduler
 - a. There is an example filled out for you
 - b. Then a blank one for you to use

Would love to hear how your tea party went. Feel free to contact me at teastheseasoncontact@gmail.com or visit me and join the journey at www.teastheseason3.com

Hope to hear from you soon! And happy steeping!

Beth





HELP HINTS TO GET STARTED:

- Pick the day and time of day you want to have your tea party. If you are having an afternoon tea, this will include savories, scones and sweets. So your guests will want to come prepared to enjoy a full serving of treats. The time of day helps to determine your tea choices. Frequently, late teas include decaffeinated teas.
- Determine how long your tea party will be. My tea parties are generally 2 hours long. This gives each course about 30 minutes to enjoy and then some time for guests to settle in and service to begin.
- Determine how many guests will be coming to the party. This will impact your location and your menu development. *I will address the menu development later in the post.* Afternoon teas are generally fancy but you can make the menu to reflect your style. You will want to make sure you understand your guests' food needs - are there any allergies or food preferences that you need to address?
- Pick out your invitations. Will you use email? Text? General mail? I generally use either email or text and there are many vendors that can provide you with easy electronic invitations such as Smile Box <http://www.smilebox.com> or Evite <http://www.evite.com>. You will want to send out your invitations 2-3 weeks ahead of the party. This is not only for your guests but also for your planning. Make sure to have an RSVP and ask if there are any food allergies or food preferences (gluten free for example).
- Outline if you are going to have any activities. There are several tea party games that you can use. My guests generally are just full of conversation and we don't have games. But I have attended many teas that do, so choose what works for you and your guests.



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
			Theme for party selected
			Invitations Selected
		3 weeks before	Invitations out to guests
			<ul style="list-style-type: none"> • Include RSVP timeframe • Ask about allergies
			Menu identified – inquire about allergies
			<ul style="list-style-type: none"> • Review menu and any make ahead items
		2 weeks before	Review guest list for RSVP
			Review menu for any make ahead prep
			Determine decorations and table settings
			Confirm Menu Selection
			Purchase decorations
		1 week before	Complete any make ahead recipes from Menu
			Review guest list for RSVP
			Pull cups, linens, teapots etc. Inspect and clean.
		2 days before	Purchase perishable items if necessary
		1 day before	Setup table / table settings with menu
			Prepare Tea Bags for Steeping – include steeping times for each tea.
		Day of Party	Complete Menu prep
			Review expected guest list
SWITCH TO TEA PARTY SCHEDULER			
			ENJOY THE PARTY
			CLEAN UP



SAMPLE TEA PARTY SCHEDULER

<u>ENTER TIME</u>	<u>ENTER TASK</u>
11:00	Guests Arrive
<u>11:15</u>	<u>Guests are greeted and seated</u> <ul style="list-style-type: none"> • Start steeping first tea • Plate Savories and Scones on Tier • Prepare Milk / Sugars • Prepare Curds and Cream
<u>11:30</u>	<u>Presentation of Food Tiers with explanation of process and menu</u> <ul style="list-style-type: none"> • Milk and Sugars are placed at table • Curd and Cream are placed at table • 1st Course – SAVORIES begins • Milk and Sugar • Present the tea and explain it. Tea is served. Server pours first cup of tea. Pot is left at table for guests to serve themselves.
<u>11:50</u>	<u>Start steeping 2nd tea</u> <ul style="list-style-type: none"> • If not having a 2nd tea, walk the table and make sure that the pots are full. Begin to remove pots in preparation for second tea.
<u>12:00</u>	<u>2nd Course – SCONES</u> <ul style="list-style-type: none"> • Refresh milk and sugars. • If serving a 2nd Tea, present tea now and explain the tea
<u>12:15</u>	Plate desserts if not already plated.
<u>12:20</u>	<ul style="list-style-type: none"> • Begin steeping 3rd Tea if using a 3rd Tea. • If not having a 2nd tea, walk the table and make sure that the pots are full. • Begin to remove pots in preparation for the third tea.
<u>12:30</u>	<u>3rd COURSE SWEETS</u> <ul style="list-style-type: none"> • Remove food tiers, curd and cream bowls before presenting dessert plate and 3rd tea. • Present dessert plates • Present food tiers.
<u>1:00</u>	Present warm towels and any momentos. Close the tea.
<u>12:45</u>	Present Hot Towels / Gifts



DATE:

TIME:

NUMBER OF GUESTS:

<u>ENTER TIME</u>	<u>ENTER TASK</u>
	<p>Guests Arrive</p>
	<p><u>Guests are greeted and seated</u></p> <ul style="list-style-type: none"> • Start steeping first tea • Plate Savories and Scones on Tier • Prepare Milk / Sugars • Prepare Curds and Cream
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NOTES: