

TEA PARTY CHECKLIST



Theme: _____ Occasion: _____ # of Attendees: _____

Before the Party

- Guest List
- Customized Invitations
- RSVP's for the number of supplies
- Decide where the party will be held
- Tables and Chairs

Tea Details

- Afternoon Tea or Brunch Tea
- Herbal Tea, Black Tea, Green Tea
- Loose leaf tea
- Cream, Honey, Sweetener, Sugar
- For Kids Tea: Juice or Punch

Tea Accessories

- Tea Pot or Kettle
- Tea Cups: Porcelain (or Paper for Kids)
- Tea Cup Saucers and Spoons
- Tea Napkins
- Other: _____

Menu Planning

- Scones
- Cookies
- Tea Sandwiches
- Decorative Cupcakes
- Other: _____

Food Accessories

- Plates
- Forks
- Extra Napkins
- Serving Tongs
- Serving Platters

Table Decorations

- Tablecloth
- Table Runner
- Plate Chargers
- Flowers
- Centerpiece 3 Tier Stand