TEA PARTY CHECKLIST

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

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

Theme: __________ Occasion: __________ # of Attendees: __________