



# Tea Party Host Checklist

## BY SHIRLEY DAWSON A PASSION FOR TEA

### Before the Tea Party (Planning Ahead)

- Choose your date, time, and guest list
- Send invitations (email, text, or printed cards)
- Decide on your tea party style (casual, garden, vintage, elegant)
- Plan your menu (teas, light foods, and treats)
- Check your tea supplies (loose tea, tea bags, sweeteners, milk, lemon)
- Make a shopping list for food and supplies
- Gather or purchase decorations (flowers, tablecloth, napkins)

### Tea Selection

- Choose 2–4 tea varieties (example: black, green, herbal)
- Label each tea for your guests
- Prepare teapots or a tea station
- Set out sweeteners (sugar, honey, etc.)
- Provide milk, cream, sugar (or honey) and lemon slices

### Food & Treats

- Prepare or order light bites (finger sandwiches, scones, pastries)
- Include a mix of savory and sweet options
- Consider dietary needs (gluten-free, sugar-free, etc.)
- Plan serving trays or tiered stands
- Have small plates and utensils ready

### Table Setup

- Set the table (cups, saucers, plates, napkins-linen)
- Add a centerpiece (flowers, teapot, candles)
- Arrange seating for comfort and conversation
- Set up a tea station or serving area
- Add a small personal touch (place cards, favors, or notes)

### Atmosphere & Details

- Play soft background music
- Light candles (if appropriate)
- Open curtains or create soft lighting
- Add cozy touches (pillows, throws if indoors)

### Just Before Guests Arrive

- Brew or pre-heat water for tea
- Set out all food and serving pieces
- Double-check table settings
- Take a moment to freshen up and relax

### During the Tea Party

- Greet each guest warmly
- Offer tea choices and explain options
- Keep teapots filled with hot water
- Enjoy conversation—don't worry about perfection!

### After the Tea Party

- Send a quick thank-you message (optional but thoughtful)
- Clean up at your own pace
- Make notes for future parties

**Gentle Reminder: Tea parties don't have to be fancy to be meaningful. What your guests will remember most is how they felt—welcomed, relaxed, and cared for.**  
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*Enjoy your tea party!*