

Thoughtful 
ENTERTAINING

*Tea Party
Party Planning Guide*



The Menu



Fruit Tarts



Caramel Delights

Lemon Bars

Banana Bread



Tea Recipes

Hibiscus Black Tea

1/2 cup Organic Hibiscus Flowers (I get mine on Amazon)

8 cups Water

1/4 cup Honey or Agave Nectar

- 1. Bring the hibiscus flowers and water to boil in a large pot.*
- 2. Let steep for 15-20 minutes.*
- 3. Mix in the honey or agave.*
- 4. Strain the tea.*
- 5. This can be served hot or over ice.*

Black Lavender and Mint Tea

1/2 cup Dried Lavender (I use Anthony's French Lavender)

1 Cup Fresh Mint Leaves

8 Cups Water

- 1. Add lavender, mint and water to boil in a large pot.*
- 2. Let steep for 15-20 minutes.*
- 3. Strain the tea.*
- 4. This can be served hot or over ice.*

Lavender Lemonade

2 Cups freshly squeezed lemon juice

4 cups water

1 cup Lavender Syrup

Handful fresh mint

Lemon slices

- 1. Make lavender syrup by adding 2 cups water, 1/2 cup dried lavender and 1 cup monk fruit sweetener (you can use sugar in place) to pot and bring to boil.*
- 2. Cook for 15 minutes.*
- 3. Strain.*
- 4. Add lemon juice, water and lavender syrup to pitcher. Place in refrigerator.*
- 5. Serve lemonade with lemon slices, fresh mint and springs of fresh lavender.*

Tea Party Planning Checklist



4 Weeks

Send the evite or text invites
Order everything requiring shipping



3 Weeks

Decide on a theme or color scheme
Order any rentals including linens, glassware and unique servers



2 Weeks

Brainstorm ways to personalize the event. Think homemade and handmade.
Make sure to have enough tea cups and saucers



1 Week

Confirm guest count



3 days prior

Floral delivery or pickup. If ordered wholesale, follow recommendations for keeping fresh.
Shop for food
Housekeeper/cleaning day



2 Days prior

Calligraph name cards if using them
Make party favors



Night before

Design tablescape
Make lemon bars
Make caramel delights
Make fruit tart dough and place in refrigerator over night



Day of

Make banana bread loaves or muffins
Make tea

Tea Party Day of Timeline

7:00 -Wake, drink lemon water or grab a coffee and eat a healthy breakfast

8:00 -Go over to-do list

9:00- Get some exercise, go for a walk outside if it's not too chilly

10:00—Make Banana Bread Muffins and Fruit tarts with dough refrigerated from night before

10:30—Make the Lavender Lemonade and place in refrigerator

11:30—Grab a healthy snack with some protein since the tea party is filled with fun, sugary treats

12:00—Take 15 minutes to breathe and prepare your mind for your guests

12:30—Arrange treats and food on table

1:00— Guests arrive

3:30—Cleanup

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*Think homemade
and handmade.
Guests will notice the
extra personalization
from the heart.*

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