

# TEA TABLE GUIDELINES

## **The Garden Council will provide:**

- Round tea table 60 inch diameter and 8 folding chairs
- Rectangular 6 foot table or 6 foot space on side counter around the room
- Floor length white tablecloth for table and white cloth for side table. These may be picked up at the garden center office. You will need to iron them before the tea and wash them after the tea. You may use another color tablecloth on top of the white cloth if desired.
- White chair covers are available at the garden center, or you may use your own colored covers to match your table. Sashes are also available or you can borrow from members. These must be washed before returned.

## **You will need to provide:**

- Plates, dessert plates, cups, saucers, sugar bowl and creamer, silverware, serving dishes and utensils, tea pot or carafe for hot water.
- Optional items (but highly encouraged): water glasses, nuts, candy, place cards.
- Table decorations to include a centerpiece, fresh flowers encouraged. You should also decorate your side table where your serving pieces will be.
- Favors for each place setting. (Small candies, nuts, etc) that match the theme of your table.
- A dessert for your table, preferably themed to your table.

## **Food the Garden Council will provide:**

- Fruit, Scones, Tea Sandwiches, Cookies
- Hot water, Ice water, Tea Bags, sugar packets, artificial sweeteners, lemon slices, milk, Devonshire cream for scones, jam and lemon curd.
- You may provide some or all of the food for your table if desired, but please let the chairperson know what you are bringing so we can plan counts accordingly.

## **General Guidelines:**

Tables are to be set and decorated on Friday. The center is generally open **9a-7p**.

Set up time on **Saturday morning is 9a-10:30a for food and perishables.**

Doors will open to guests at 11a. Tea serving will start at 12n.

No tape or sticky material is to be used on tables, chairs, or walls.

No refrigerator space is available, but you may bring a cooler that fits under your serving table

No hot or frozen food should be served.

The kitchen will not be available to wash dirty dishes. You should bring boxes or containers to take dishes home to wash.

Any questions, contact Paula Kramer 724-331-3750.

Have fun creating your table!