

# Table Manners

1. Don't slurp your drink or food.
2. No elbows on the table. Lean over your plate.
3. No fooling around at the table.
4. Always eat with your utensils if the food is meant to be eaten with utensils.
5. Always wait until everyone at the table has been served before you eat.
6. Do not stuff your mouth full with food. Eat in smaller bites.
7. No interrupting and always say excuse me when you would like to speak.
8. Chew with your mouth closed; your dinner guests do not want to see what is inside of your mouth. Also, do not talk with your mouth full.
9. Never make any rude comments about the food being served. It could hurt the servers feelings, or be disrespectful to their culture, if the meal is cultural. Try the food that is being served to you. If you do not like it, then leave it on your plate.
10. Always say thank you when being served.
11. Eat your food slowly.
12. Learn how to pass the salt and pepper together.
13. Watch your language at the table.
14. Cover your mouth when you burp and say excuse me.
15. If you are eating rolls, tear off a piece and eat or butter. Do not take bites off the roll or eat the entire bread in one bite.
16. Do not reach over anyone to get something. Ask nicely for someone to pass it over to you by saying please and thank you.
17. Do not pick anything out of your teeth at the dinner table. If you must, excuse yourself and go to the bathroom to floss or use a toothpick.
18. Always have your napkin laid across your lap. When it is needed, simply dab your mouth. Do not wipe your face or blow your nose into it. If you must, then excuse yourself from the table and go to the bathroom.
19. Thank the person that hosted the event and tell them how you enjoyed the meal.
20. Remain seated until everyone is finished. Clean your spot at the table.

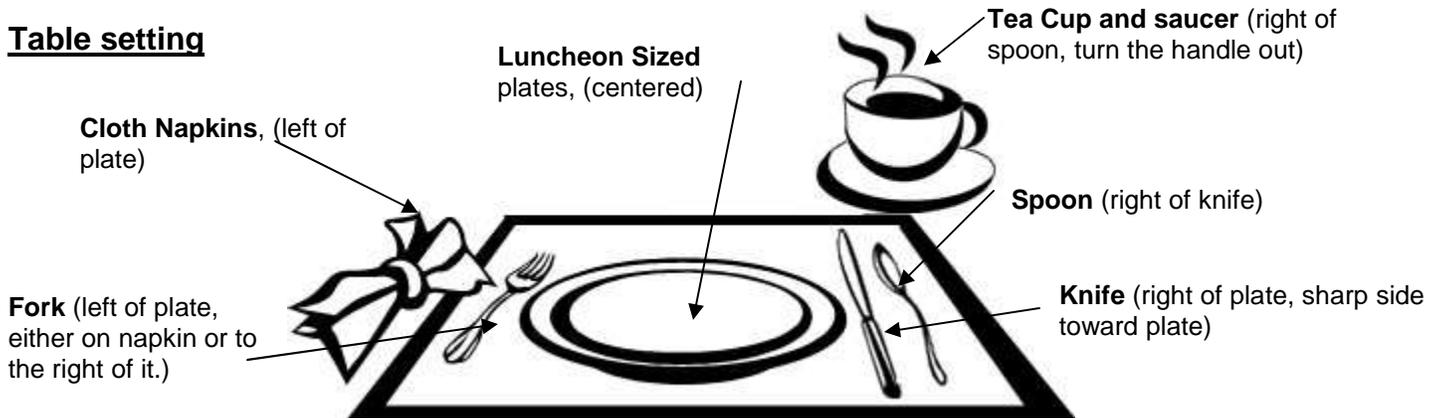
# Tea Party Etiquette

1. When you serve at tea parties, present food in this order scones or muffins, sandwiches and then sweets.
2. Always take small bites. Do not stuff entire pieces of food in your mouth.
3. If you are wearing gloves or outerwear, then remove them before eating.
4. If you are seated at a table, only raise the teacup, not the saucer.
5. Do not ever dip scones or muffins. Treat them as if they are dinner rolls where you only break off parts and apply butter or jam as you like.
6. Never slurp your tea, slowly sip in small amounts.
7. Never lay the utensils on the table or table cloth, place them on your plate, diagonally.
8. Fold your napkin on your lap. If you must excuse yourself then place the folded napkin on the table besides your plate, not the chair.



# How to Host a Tea Party or Luncheon

## Table setting



To set the table in an elegant fashion it is best to follow the above diagram rules:

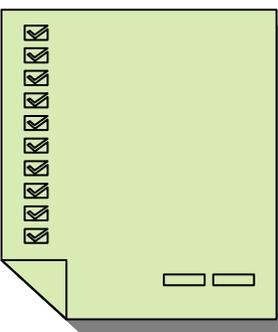
An afternoon tea party, is a light meal. Set the table with a pretty table cloth and napkins. If you don't have a tea set, have a everyone bring their own tea cup. Place all the foods, treats and condiments in pretty dishes with serving spoon for jam and a knife for butter. Decorations can include paper lanterns, silk flowers and tea pots.

## Planning Your Party

- **How many people can attend at your party, according to the space available or table and chairs?**
- **What is the budget for party?** Adjust the menu according to fee collected or money being used for the party. Make sure you include any decorations, patches, or favors you are giving out in your budget.
- **Who are the volunteers that will be helping?** Less volunteers are needed on smaller tea parties. If this is a group event, then you should divide the duties among the volunteers according to their strengths. Shopping, preparation, decoration, favors, and greeting.
- **Are you creating a luncheon tea or mid-afternoon tea?** Tea luncheon parties could include more items such as soups, salads, quiches and tea. While mid-afternoon tea, time served between lunch and dinner, would have less filling items like scones, desserts, finger sandwiches and tea. Both tea parties should have savory and sweet items.
- **Are you creating a themed tea party or a traditional tea?** Themes can be creative and a fun change every year. Traditional tea parties can be a tradition that is looked forward to every year. View our different themed ideas for parties or other themed teas.



## Gather Your Supplies



- **Tea cups and table setting items:** If you are creating this with friends or group. Have each participant decorate a tea cup and saucer at a paint your own pottery place ahead of time and pick them before the tea party. Not only will they enjoy using their own cup but they will have something to take home. You can also pick up tea cups or tea pots at thrift stores, borrow from friends, or purchase at a discount store. If this an annual event you may want to invest in tea cups and a tea pot. You can use regular silverware and plates or disposable ones according to the color scheme
- **Serving Trays or Dessert Tiered Tray:** Borrow or pick up items to place your desserts and foods on. You can sometimes find nice trays on sale or at dollar stores. If you have dessert tiered tray that holds plates, you can switch out the plates add fancy paper dollies according to the theme..
- **Crafts or Activities After the Tea:** Choose activities that are themed to the event and age appropriate. They can be games, simple crafts or decorating their own cupcake. View some of our themed kits to assist in activities for your tea party. **Examples of kits we offer: Magical Fairy, Once Upon A Time, Princess for a Day, Princess Scout, Medieval Merriment, Magical Adventure, Girls of the Past, and Victorian Days.**



# Menu

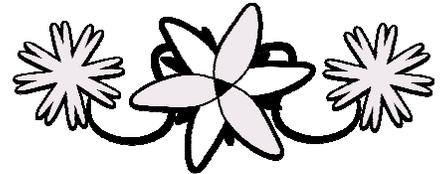
- **Plan your menu according to theme, budget and volunteers that can assist you.** Some recipes are included in this packet. More can be found in specific kits according to theme. If you planned the menu with a group have each person bring a baked good from the list. You can provide the sandwiches and tea. That way if someone doesn't show up you still have some dessert items but the basic menu items for the tea are prepared. You can also collect a small fee from each person or use group funds and purchase the items for the event.
- **Decide what type of tea you are serving. Serve an alternative drink for those that don't drink much tea.** Some common types of tea are Earl Grey, Cinnamon, Raspberry, and herbal tea. A nice variety pack of tea offers choices for those that have never tried tea or have specific brands they like. An alternative is to serve hot chocolate or lemonade to the guests. That way they can enjoy sipping out of their tea cup as well.
- **Make a List** Create a list of all the items you will need for your menu including any paper products. Due to time restraints you may need to purchase some items premade.

## Invitation

- **Template for invites** You can use the template in the back of this kit to create invitations for your guests. Print them on colored paper and mail or deliver them to the guest.
- **Theme** Make sure you state on your invite the theme of your event. Such as bring a teddy bear and bring valentines if you would to exchange, wear a pretty spring dress, or dress up like a princess, or dress up like your favorite storybook character.
- **RSVP** If the tea party is for the children only make sure you let the attendees know the drop off and pick up time so you don't have additional unexpected guests, such as siblings or additional adults. Arrange to have two adult helpers to assist at the tea party prior to sending out the invitations. Make the RSVP date at least one week prior to the event so you have time to shop for items and prepare the place cards.



Use the place card templates in the back for your guests. Write everyone's name on the cards and then place them above the plate on the table for each guest.



## Centerpieces and Decorations

- **Setting the table** Have the attendees assist in setting the table so they learn the proper setting.
- **Decorations** Go Shopping a couple weeks prior to the tea party for decorations or items you need to create for the display. If you have elaborate decorations, you will need to create them ahead of time. Complete them a little bit at a time with the help of others in the group. Hang them before the event. For simple decorations, decorate a couple hours prior to the event.
- **Centerpieces** Create centerpieces for the table that are not too tall that it over takes the table. If you have a large tiered cupcake holder, place it in the middle and organize it so the sitting arrangement does not block the attendees. Some examples include: tea pots filled with silk flowers, small pumpkins, decorative plates with candies, wands, and tiaras. Refrain from placing confetti on the table it can fall into the food and become dangerous if swallowed.



## Being Prepared

Preparing a tea party or event can go as perfect as planned but just in case you should always have a back up plan. For example, just after you served tea someone spills it all over the table. Have paper napkins available and if needed a different table cloth, depending on the extent of the spill. If parents are late picking up kids, continue to play games or pop in a video while you are cleaning up. If you are used to dealing with children at events then it should be easy to move forward even if there is a couple hiccups.

Make sure your camera battery is charged and you have plenty of room on your SD card to take photos.

# Tea Party Invitations

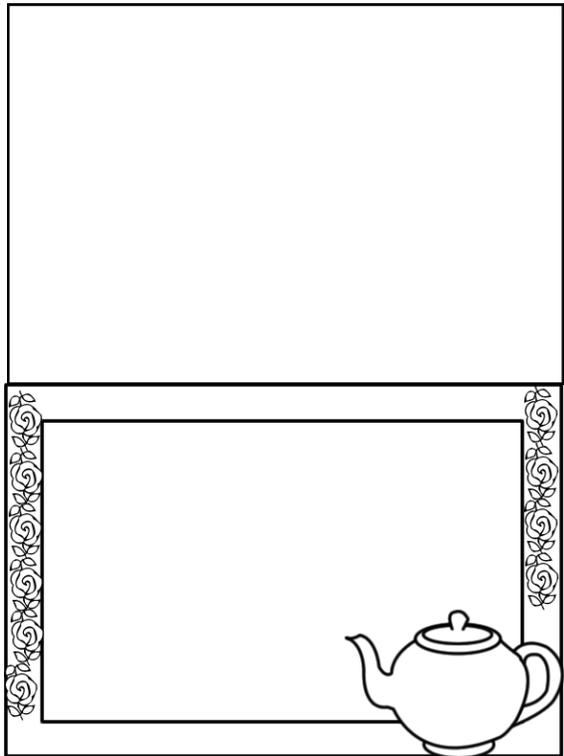
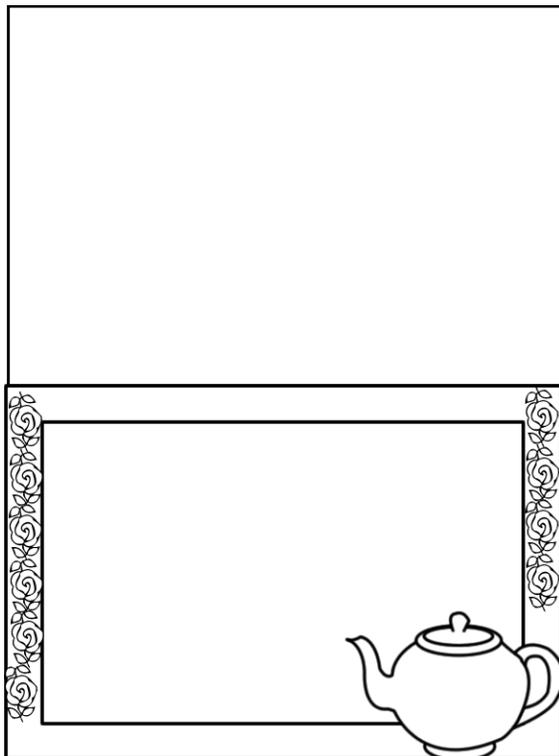
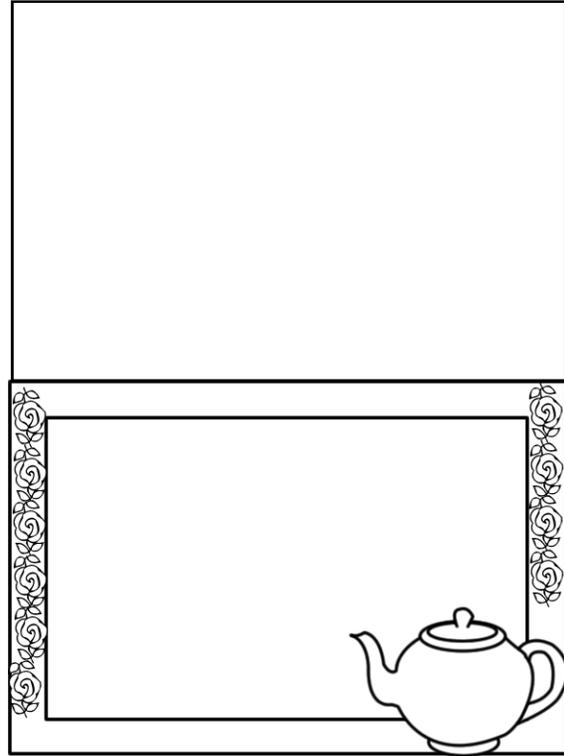
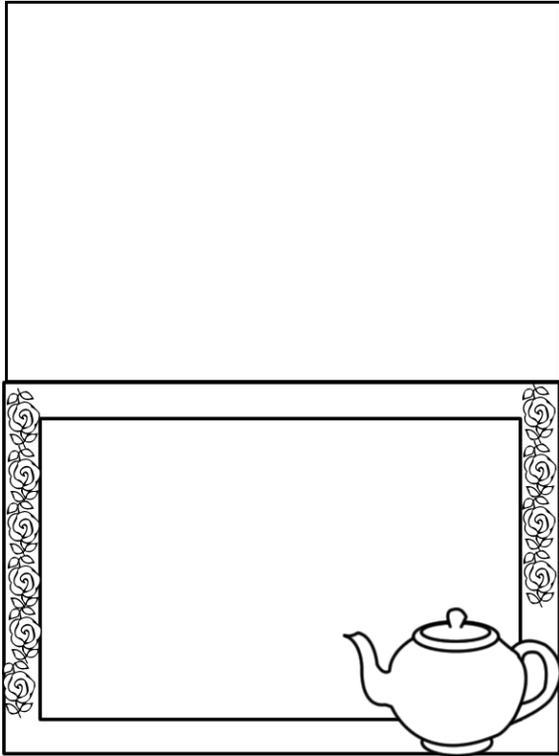
Copy the below invitations out on cardstock paper in pastel colors. You can cut out the teapot or cut around the rectangle for your invitation. You can also write the theme or additional information on the lid of the teapot or handle. Example: "Bring a Teddy Bear" Or "Princess Theme".



# Tea Party Place Cards

Copy the below place cards out on cardstock paper in white or pastel colors. Write the attendee's name on a card. Then and then place them above the plate on the table where each guest will sit.

Fold here →



# Garden Party Invitations

Copy the below invitations out on cardstock paper in pastel colors.

You can cut out the flower or cut around the square for your invitation. You can also write the theme or additional information on one of the petals. Example: "Bring an apron, we will be planting flowers" OR "Princess Theme".



# Garden Party

## Setting up for your Garden Party {Garden parties are nice for indoors or outdoors}

- **Table Decor:** Small flower pots, butterflies, flowers, colorful tablecloths or fabric for runners.
- **Place cards** can be silk flowers with their name attached to it. View our **invitation** template in the back of the kit.
- **Serving Trays or Dessert Tiered Tray:** Purchase plastic small sand buckets or plastic flower pots to place small treats on the table. Pitcher of lemonade. Larger brightly colored bowls and containers can be on the serving table with cupcakes, chips, and sandwiches. You can sometimes find nice trays on clearance after Easter or at dollar stores. If you have dessert tiered tray that holds plates, you can switch out the plates for vibrant spring colors.
- **Favors or Gifts to Guests:** These could be crafts they complete or items to compliment the theme. Examples: butterfly clips, headbands with fake flowers glued on them, bubbles, notepads with flower stickers on it and pencils.
- **Decorations:** Paper lanterns, tissue paper flowers, vibrant banners to hand, paper cuts or coffee filter butterflies, fake insects and birds, and flowers in a pot.
- **Crafts or Activities After the Food:** Choose a separate area to conduct crafts and games. Plant your own flower in a cup, decorating their own cupcake, making dirt in a cup dessert, pin the bee on the flower. View our My Flower Garden patch program for more information on crafts and activities. Available free online.

## Strawberry Shortcake

Pound Cake  
Strawberries  
Whip cream



Wash well and slice strawberries, removing the top. Slice pound cake and place on plates. Spoon out strawberries on cake and top with whip cream.

## Fresh Lemonade

6 lemons  
1 cup of sugar  
8 cups cold water



Roll the lemons on the table to loosen the juice. Then, cut the lemons in half and squeeze the juice out of the lemons into pitcher. Stir the lemon juice with 1 cup of sugar and 8 cups of cold water.

## Paper Flowers for Decorations or Craft at Party

Tissue paper in vibrant colors  
pipe cleaners  
scissors



Cut 4" squares out of the tissue paper, in a variety of vibrant colors. Take 3 squares of tissue paper and fold them like an accordion fan. Stack them on top of each other, vertical. Fold the pipe cleaner in half. Grab the squares in the middle, pinching them together. Place the pipe cleaner over the pinched area and twist the pipe cleaner together to make a stem. Spread each sheet apart one at a time, careful not to rip each layer of tissue paper, fluff it out. Paper flower is ready.

## Fruit Kabobs

Cut pineapple, watermelon, kiwis, oranges, and bananas into small slices. Slide them onto wooden skewers.



## Other Ideas

- Sandwiches cut out in the shape of a flower [using cookie cutters]
- Cupcakes shaped like suns (Place candy corn around the edges and draw a smiley face or use thin licorice whip [mouth] and chocolate candies [eyes] )
- Centerpiece ideas-[fake flowers in a pot, plastic garden tools, or a vine of flowers cascaded in the middle]
- Salad with radishes cut like flowers [slice the radishes and use a small flower metal cookie cutter to cut the radishes]

# Wonderland Tea Party Invitations

Copy the below invitations out on cardstock paper.

You can cut out the hat or cut around the rectangle for your invitation. You can also write additional information on one of the hat rim. Example: "Bring an teacup or a hat."



# Wonderland Tea Tags

Copy the below tags on cardstock. You can tape them on toothpicks and place in food or attach to ribbon to tie on tea cups or attach to glasses.

DRINK ME	DRINK ME	EAT ME	EAT ME
DRINK ME	DRINK ME	EAT ME	EAT ME
DRINK ME	DRINK ME	EAT ME	EAT ME
DRINK ME	DRINK ME	EAT ME	EAT ME
DRINK ME	DRINK ME	EAT ME	EAT ME

# Tea Party in Wonderland



## Gather your supplies

- **Tea cups and table setting items:** You can place mix match tea pots and cups in various sizes or colors on the table. The cups and pots can be found at thrift stores, borrow from friends, or purchase at a discount store. You can find items in the valentine section such as heart napkins, plates, and plastic silverware to represent the Queen of hearts. **Place cards** can be playing card folded in half with the person's name on them.

- **Serving Trays or Dessert Tiered Tray:** Use your valentine themed plates that are red or have hearts on them. You can sometimes find nice trays on clearance after Valentine's day or at dollar stores. Black plates can be found after Halloween. If you have dessert tiered tray that holds plates, you can switch out the plates add red or black decorative plates.

- **Crafts or Activities After the Tea:** Choose a separate area to conduct crafts and games. Volunteer help can be cleaning up the tea while an adult helps with simple

crafts like decorating their own cupcake, trying to pitch cards in a basket, decorate a picture frame, decorate a hat with flowers and ribbon or have a scavenger hunt for chess pieces, rabbit, flowers, cards, etc.



## Decorations—How Much Detail Do You Want?

**Long Table:** Create a long table by using a dining room table or placing two tables together.

**Table Runner:** Purchase fabric that has playing cards on it or red hearts. Cut it on the fold line and piece or sew it together on the table to create a long runner. Fold the edges under to cover the raw edge or sew a hem on it. **Paper Napkins** with Valentine or heart theme **OR**

**Cloth Napkins** can be cut from red fabric or fabric matching the table runner. Using pinking shears you can cut out a 12 X12 square of fabric for the napkin. Tie it with ribbon set on table.

**Teapots:** you can place all different kinds of teapots along the table with silk flowers in them. You can even have a small stuffed mouse in one of the teapots for decoration. Use a doll tea set for the small teapots.

**Playing Cards** -Large cards to place on the wall can be found at the local party store in the casino section. Small playing cards can be hung from the ceiling or around the room with ribbon.

**Vines of flowers** can make your tea feel like it is in wonderland. You can hang them from the ceiling and over table.

**Mismatched** Tea cups, tea pots, and plates.

**Butterflies** blue or vibrant colors hanging from the ceiling or perched in the flowers.

**Flamingo Cut Outs** usually available in the Luau section at party store.

**Red Roses** can be displayed on the table or attached to the napkins.



## Pasta Croquet Balls

Pasta noodles, small like wheels, macaroni or penne

Pasta sauce in a Jar

1 pound of hamburger Meat

Seasoned bread crumbs, in a container

Mozzarella Cheese, shredded finely

Ketchup/ Brown sugar

Aluminum foil cupcake liners



Place one cup of ketchup and 5 tablespoons of brown sugar in a bowl, stir well. Place the hamburger meat in a bowl, add a 1/4 cup of bread crumbs and mix well. Form the mixture into small meatballs and place them on a cookie sheet covered with aluminum foil. Cover the meatball with a tablespoon of the ketchup mixture. Cook in the oven for 12-15 minutes or until they are golden brown. In the meantime, cook the pasta and warm up the spaghetti sauce on the stove. Toss the sauce and noodles together and scoop into the aluminum foil cupcake liners. Sprinkle mozzarella cheese on top. Place in the still warm oven, long enough to melt the mozzarella cheese a little. Top with a meatball, croquet ball, and serve. Leave some without meatballs for the vegetarian option. Attach an "Eat Me" label to a toothpick and place in the food on the serving tray.

## Whimsical Cupcakes

Red Velvet cupcake mix and ingredients needed to create cupcakes

Vanilla icing in a tub

Use heart candies or sprinkles to top the cupcakes



# Mexican Fiesta Invitations

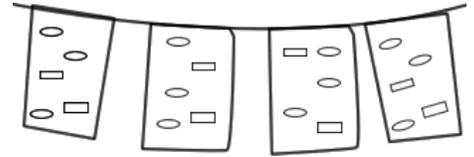
Copy the below invitations out on cardstock paper in vibrant colors. You can cut out the hat or cut around the rectangle for your invitation.



# Mexican Fiesta (Cultural Event)

Setting up for your Fiesta [Fiesta is the Spanish word for party or festival. Create a cultural celebration by creating decorations or foods from Mexico.]

- **Table Decor:** Vibrant colored paper products with striped fabric for a table runner or table cloth. Since this event can be less formal you could use a plastic table cloth with a table runner in the center displaying decorative items.
- **Place cards** can be silk flowers with their name attached to it. View our **invitation** template in the back of the kit.
- **Serving Trays or Dessert Tiered Tray:** Large brightly colored bowls and containers can be on the serving table with chips, tortillas, and salsa. You can purchase fiesta themed items at the party store as well.
- **Favors or Gifts to Guests:** These could be crafts they complete or items to compliment the theme. Examples: piñata candy, maracas, beaded necklace, flowers for hair, and bracelets.
- **Decorations:** Turquoise, fuchsia, orange or lime green are the common colors for decorations at a fiesta. Hang piñatas, tissue paper flowers, paper fan ornaments, tissue paper banners in vibrant colors, colorful streamers, or a string of lights. Other decorative items are sombreros, pottery, cactus, and striped blankets or fabric.
- **Crafts or Activities After the Food:** Choose a separate area to conduct crafts and games. Play the Mexican Hat Dance, listen to Latin music, pin the tail on the donkey, create your own maracas, take photos wear sombreros, and make hair accessories.



## Decorations

### Festival Banners

Tissue paper in vibrant colors  
Scissors  
String  
Tape

Take one piece of colorful tissue paper and fold it in half. Continue to fold the tissue paper in half until it is about the size of a 6 inch square. Cut little notches along the edges in the shape of triangles, rectangles, or other geometric shapes. When you are finished cutting, open the tissue paper and you will see a pattern that can now be used as part of your fiesta banner. Continue the same procedure in various colors and designs. Tie a string up to hang the banner on. Fold the decorated tissue paper over about an inch and secure with tape. Continue to hang the panels in alternating colors.

### Large Vibrant Tissue Paper Flowers

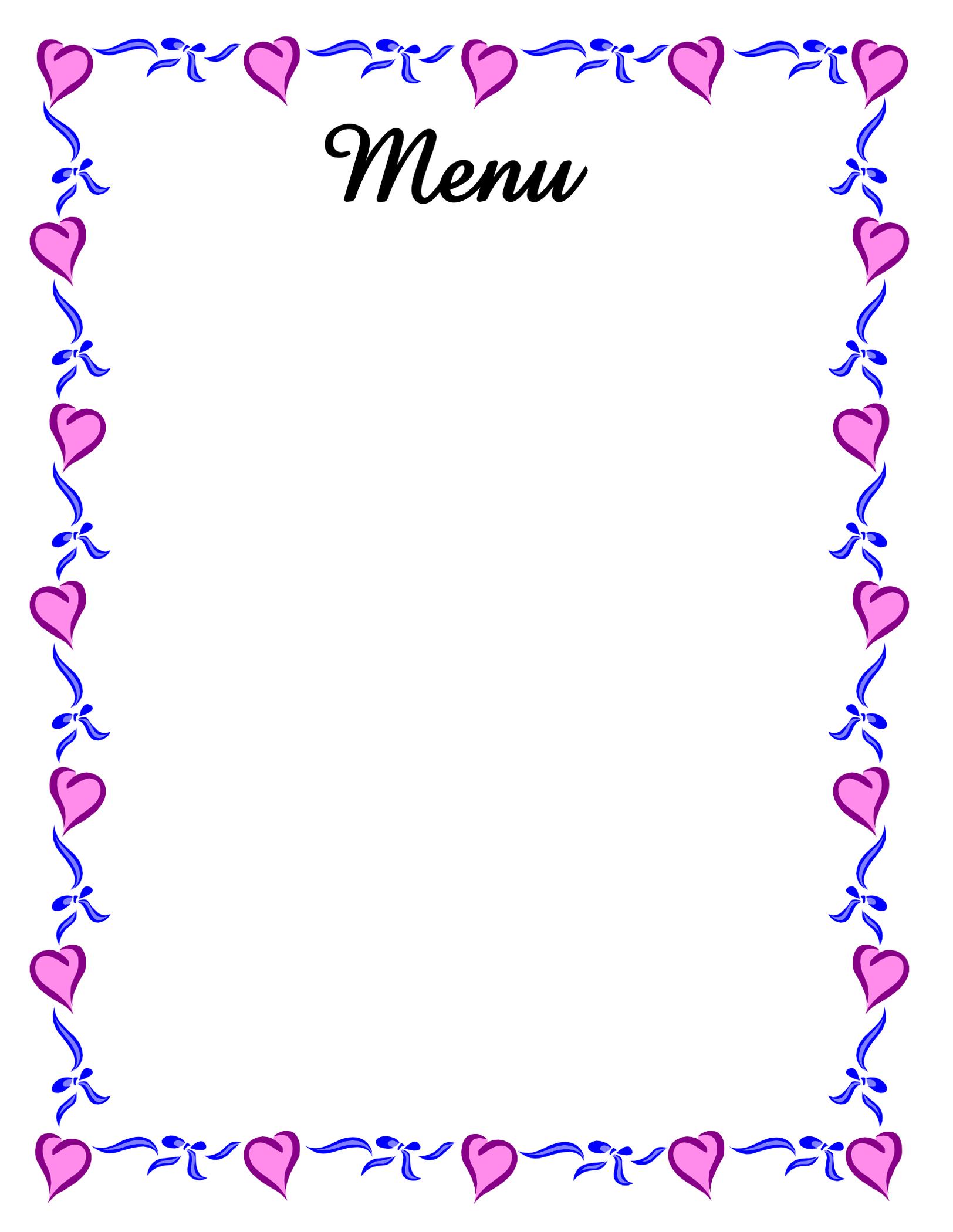
12 pieces of vibrant colored tissue paper, per flower  
Small Wooden Dowel, 24 or 36 inches long  
Rubber bands

Open the 12 sheets of tissue and lay it flat on a table with a long side close to you. Begin accordion folding all of the sheets together. Fold in half around the wooden dowel and loop a rubber band around the sheets to hold them in place. Begin creasing the sheets about 1 inch from the edge. This should hold the sheets open in a big circle. Take the top sheet and gently fluff the paper out, careful not to tear. Complete the first layer, then start on the next layer down, fluffing them out and making the flower take shape. Once you have completed all the layers, hang your flower for decoration.

### Large Accordion Ornaments

Vibrant colored paper, 8 1/2 X 11 or larger  
String and tape

Begin accordion folding the paper together. The two ends together to complete a full circle. Tie a string to the top and hang as a decoration.



*Menu*