

Highlander Tea Table Hostess Check List



- 8 Teacups and Saucers (or any hot beverage cup)
- Teapot or Carafe for Tea
- 8 Luncheon Plates
- 8 Water Glasses or 8 Bottles of Water
- Water Pitcher (if using water glasses)
- 8 Teaspoons, Dessert Forks and Knives
- 8 Cloth Napkins
- Three Tier Server
- Cream and Sugar Bowl with Spoon
- Small Bowl for Lemon Curd (optional)
- Small Bowl or Plate for Lemon Wedges (optional)
- Small Bowl for Devonshire Cream (optional)
- Small Bowl for Strawberry Preserves (optional)
- 1 to 3 small spoons for serving # 10, 11, 12, 13 if applicable
- Plate or Basket for Scones
- Centerpiece Fun Themed Decoration
- Laundry Basket or Box to Carry All Items
- Paper Towels to Wrap Items to Bring Home to Wash (Dirty Dishes)
- Ziploc Bgs or Foil for Leftover Food
- Tablecloth for 60-inch Round Table (can rent from school black, green, or white \$5 to \$10)
- Optional Items
 - Small Side Table or Tea Cart
 - Chair Covers
 - Party Favors for your Guests

All food, tea, table, chairs and entertainment provided.

Set up: Friday February 23, 2024, 4 p.m. – 9 p.m.

: Saturday February 24, 2024, 7 a.m. – 9 a.m.

Student volunteers help with set up and serving.

Guests arrive 10:00 a.m. – browse raffle and silent auction (donations accepted see attached forms on PTSA website or email ellenticzon@gmail.com)

Tea service 11:30 am ends 2 pm. Performances noon to 1 p.m. Clean up 2 p.m. to 3 p.m.

Seat Ticket Sales: Pre-sell to your family and friends by February 2nd (use ticket sale form)

- Cost of seat to sit at table: Regular: \$40.00 Student: \$30.00
- Payment turned in by February 16, 2024
- Cash and checks made payable to GHCHS PTSA
- Flyer attached to send to anyone you wish to invite.

: Open spaces will go on sale to the public after February 2nd, 2024.

After the event, scrape dishware and discard liquid than use paper towels to wipe down. No dishwashing. Pack up to bring home.

Highlander Tea Table Hostess Information Sign Up Sheet

Location: High School Campus in Highlander Hall

February 24, 2024 - Event Start Time 10 am End Time 1400

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The event is a Highlander Tea mimicking English Tea.

Use your imagination for decorations.

See photo examples next page.

Thank you for making this event possible. Your participation and generosity will help fund Granada Hills CHS students for years to come!

Send form via email ellenticzon@gmail.com or drop off at PTSA mailbox in Main office.

If you have any questions or concerns, please do not hesitate to contact me via phone or email.

Best regards,

Ellen Ticzon

Vice President of Fundraising

Email: ellenticzon@gmail.com

Phone: (818) 832-0128

Hostess Information Highlander Tea February 24, 2024

Send form via email ellenticzon@gmail.com or drop off at PTSA mailbox in office by February 5, 2024.

Name: _____

Phone: _____

Email: _____

Circle One: Attending or Not Attending but Suppling Check List

For not attending but suppling check list PTSA will follow up on picking up items and how want to set it up (photo)

Follow up information on performances and reminders will be sent to email provided.

All proceeds will be used to support PTSA activities on campus, such as the K-9 program.



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Highlander Tea Tables Examples from Previous Events

