

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
- 4 Small Bowls (optional) for
 - Lemon Curd
 - Lemon Wedges (bowl or plate)
 - Devonshire Cream
 - Strawberry Preserves
- 1 to 3 small spoons for serving the above if applicable
- Plate or Basket for Scones
- Centerpiece
- Fun Themed Decorations (use your imagination!)
- Laundry Basket or Box to Carry All Items
- Paper Towels to Wrap Items to Bring Home to Wash (Dirty Dishes)
- Ziploc Bags 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 7, 2025, 4 p.m. – 9 p.m.

: Saturday February 8, 2025, 7 a.m. – 9 a.m.

Student volunteers help with set up and serving.

Guests arrive 11:30 a.m. – browse raffle and silent auction (donations accepted see attached forms on PTSA website or email ellenticzon@gmail.com)

Tea service 11:30 a.m. ends 3 p.m. Performances 1 p.m. Clean up 3 p.m. to 4 p.m.

Seat Ticket Sales: Pre-sell to your family and friends by January 27, 2025 ([use ticket sale form](#))

- Cost of seat to sit at table: Regular: \$40.00 Student: \$30.00
- Ticket form and payment turned in by January 27, 2025
 - Cash, credit cards, Zelle, and checks made payable to GHCHS PTSA
- Flyer attached to send to anyone you wish to invite.

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

Highlander Tea Tables Examples from Previous Events

