

# Tea Party Party Planner & Shopping List

## At Home With Daneen

### Planning

#### 2-3 Weeks Before:

- Prepare guest list
- Choose evite
- Gather guests' email addresses
- Email evite to guests



#### 1-2 Weeks Before:

- Select and order paper goods (if purchasing from Amazon); or shop for 2nd hand china & dishware
- Select and order tea (if ordering from Amazon)
- Go to bakery and place order (see shopping list, right)

#### 2 Days Before:

- Review final guest list
- Go to market, purchase food & flowers
- Go to dollar store, purchase trays & paper doilies
- Decide on location; arrange and/or re-arrange any furniture

#### 1 Day Before:

- Do any baking (if baking from scratch), or pick up bakery order
- Wrap monogrammed cookies in cellophane & ribbon, if necessary
- Select Pandora or Spotify station; charge & test bluetooth speaker(s)

#### The morning of (or a few hours before) your party:

- Prep tea sandwiches & accoutrements; keep covered (and refrigerated) until party
- Prep pastry items; keep covered (and refrigerated) until party
- Set the table (and tea bar, if you have one)
- Put out flower arrangements
- Turn music on low
- Await the arrival of your guests!

### Shopping List

#### At The Dollar Store:

- Paper goods (cups, plates & napkins)
- Aluminum trays (approx. 6-8)
- Paper doilies
- Cellophane bags, if necessary
- Ribbon, if necessary

#### At The Bakery (enough for 6-8 guests):

- 1/2 dozen macarons
- 1/2 dozen madelines
- 1/2 dozen truffles
- 1/2 dozen petit fours
- Monogrammed cookies

#### At The Market (enough for 6-8 guests):

- 2-3 Floral bouquets / potted plants
- Tea selections
- Rye cocktail bread
- Plain white bread
- 1/4 lb. sliced roast beef
- Smoked salmon
- Horseradish cream (in the deli department)
- 8 oz. cream cheese
- 2 cucumbers
- Bunch of watercress
- Bunch of fresh dill
- Lemons
- Honey
- Sugar cubes
- Jar of cornichons
- Jar of olives (any variety)
- Cheese straws (in the fresh cheese department)

To view the accompanying blog post, visit: [www.athomewithdaneen.com/hosting-a-tea-party.html](http://www.athomewithdaneen.com/hosting-a-tea-party.html)