



High Tea

The aroma of tea, coffee and an assortment of sweet treats, and friendship. Why not run a high tea to raise funds for your summer team? Think pretty clothes, tuxedos, delicious delicacies {muffins, cupcakes and more!} and of course, an abundance of tea!

Sure, we're not all tea drinkers, but who doesn't love the chance to dress-up, eat cake, and maybe sneak in a traitorous cup of coffee.

Planning your High Tea

Before the day:

- Details
 - Brainstorm how you would like for your High Tea to look like (*Consider date, time, location/venue, food/drinks, equipment/resources, costs, how many guests you aim to have at your fundraiser etc.*)
 - Decide on a budget, taking into consideration:
 - The cost for printing posters, menu and any other promotion materials you may need
 - The cost of food and beverages
 - The cost of the venue (if you choose to use a paid venue)
 - Choose your date and venue (*Consider the number of guests you plan to have – will this venue be large enough? Does it have restrooms? Do you need to make a booking?*)
- Promotion
 - Create or use the existing posters and fill out the relevant information:
 - Date
 - Time
 - Venue
 - Contact details (tell them to contact you for allergies/food requirements, or confirm this when you receive their RSVP)
 - RSVP date (so that you can get an estimate of the number of people that are coming)
 - Any additional activities you may choose to include (e.g. raffle)
 - Promote the fundraiser – using the posters you created

- Food
 - Decide on the food and drinks you will have
 - Order and purchase the following:
 - Cups and tea pots (or search around if you can rent them from somewhere)
 - Ingredients for sandwiches, biscuits, etc.
 - Beverages including tea, coffee, hot chocolate, water, milk, juice etc.
 - Consider what resources your church has which you may be able to use (e.g. tea, coffee, cups, etc.)
- Resources and Equipment
 - You will need to gather:
 - Decorations (such as tablecloths, tiered cake stands, flower arrangements/bouquets)
 - Tables and chairs (hire/loan, for both seating and serving)
 - Rubbish bags
 - Cleaning equipment, including spray and cloths
 - Eskies (if you require cool storage)
- Organise volunteers to help with:
 - Baking or preparing high tea delicacies
 - Set up of decorations
 - Helping in the kitchen
 - Collecting money
 - Pack up and cleaning
 - Running small activities within the fundraiser, such as croquet, lawn bowls, embroidery, photo booth or raffles
- OPTIONAL: Organise the equipment or resources you will require for raffles and activities that you want to run during your High Tea
- Based on the RSVPs:
 - Finalise food you want to serve, and quantities
 - Finalise drinks you want available and how you will serve them
 - Finalise seating arrangements
- A day or two in advance you should buy or make:
 - Baked goods and store them in an airtight container to ensure they stay fresh

On the day:

- Set everything up for the fundraiser
 - Food and beverages
 - Tables, seating, decorations, menus etc.
- Ensure food and beverages are ready to serve on time
 - What does this look like? (*Consider having a menu to give to the guests so the guests know what time the food is coming. This will also help you with organising your timeframe of when the food needs to be cooked.*)

- What time will you be cooking the food? (e.g., sausage rolls, quiche)
 - How will you serve the food? (will it be hot or cold? What do you need to serve this?)
- Run any additional raffles/activities that you have planned
- Brief volunteers on their roles
 - Organise volunteers to be where they need to be
- Monitor the event
- Ensure that the venue is properly packed up

Venue

Consider the size of your High Tea when choosing your venue, or location. A venue can be decided on and booked once you have confirmed the size of the High Tea you're planning (how many attendees, level of formality and display, etc). Inside is recommended, as you don't have to worry about weather and possible pests. Although, if you're someone who doesn't worry about the weather or insects; outside in a park or garden can be lovely.

Some suggestions are:

- Your church or community hall
- Consider a local park where your High Tea could be hosted as a picnic
- For a small sized High Tea, asking a friend with a large entertainment area

Things to consider

Size of event

The size of your event is an extremely important thing to decide on because it will determine the amount of preparation, money, and manpower which you'll have to invest. While a greater number of attendees allows more money to be raised, it's also more demanding for you, and if you have commitments such as school, study, or work, it's something you'll have to balance carefully. If you are planning a bigger event, why not get your friends, family, and even church members involved, as there will be a lot to do before, on the day, and after the day.

While you can never be entirely sure how many people will turn up, you can help prompt people to make sure they RSVP at least 2 days prior to the commencement of your High Tea.

Menu

Consider having a menu! You can have things like cheese, biscuits, teas, etc, on the table and have a lunch menu for the guests to enjoy a beautifully cooked lunch.

Promoting your Event

Suggestions for advertising:

- Local and School newspaper
- Facebook
- Announcement at your church
- Posting ads on community noticeboards
- Tell friends and family

Decor

Tiered cake stands are the classic way to go, along with delicate teacups and high-backed chairs. You'll be surprised how much of this you can find in op shops, along with fake flowers and table cloths. If you're wanting a more natural decor, tree clippings can make some beautiful bouquets and arrangements, and they don't wilt quickly.

Keep in mind that consistency is the key to a professional look, so even if you're using op shop scores with varying designs, you can use the same coloured tablecloths, flowers and decorations to help tie together your decor.

