

# Afternoon Tea

## CHECKLIST



### **YOU WILL NEED**

- Table(s)
- Tablecloth(s)
- Chairs
- Kettle(s) or urn

### **For each place setting**

- Tea cup, saucer and small plate (e.g. side plate or sandwich plate)
- Teaspoon, entrée knife and fork (US salad knife and fork)
- Napkin
- Water glass

### **Optional extras for each place setting**

- Place cards
- Cake forks
- Decorative placemats
- Any additional items / accessories that complement a theme (e.g. Bridgerton, Baby Shower, Easter etc.)
- Take home gift

### **One of the following for every 4-5 guests**

- Tea pot
- Milk jug
- Sugar bowl and spoon
- Small bowl for jam and spoon
- Small bowl for cream and spoon
- Small dish for lemon slices and a small fork
- Serving plate for extra sandwiches, sweets or savouries etc with tongs
- Tea strainer and base
- Three tier stand and tongs

cont....

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### **Optional extras for the table**

- Runner or overlay
- Champagne glasses or saucers, wine glasses or cocktail glasses
- Cake stand
- Water jug(s)
- Ice bucket(s) for Champagne, wine, sparkling water etc
- Menus
- Small vases of flowers
- Table decorations to complement a theme
- Candles
- Market umbrellas and stands if holding outside

## NOTES