

Mother/Daughter Tea Set-up Schedule
March 13, 2011

12:00 Set-up Portico

20 round tables - tablecloth, plates, cups, sugar bowl, silverware, napkins, program, centerpiece, table number sign

2 refreshment tables –tablecloth, punch bowls, napkins, plastic cups, extra desserts

1 registration table/book sales– tablecloth, rsvp list w/ table chart, cash for change

1 raffle ticket table – tablecloth, tickets, bowl, pens

1 door prize table – tablecloth, prizes near podium

1 craft Table – table cloth, sachet supplies, medals, bookmarks

Other - table w/ Blessed Virgin Mary statue/podium/mike/ dry erase board

12:30 Set desserts on Plates

2 plates w/ dessert and 2 plates w/ hot choc and tea for each table

1:30 Set out beverages

Fill carafes and creamers – set on tables

Make punch and fill water pitchers

1:45 Doors open

Mother/Daughter Tea Volunteers
March 13 ,2011

Arrive 12:00 Set-up Volunteers

Arrive 1:30 Refreshment Volunteers

Clean-up Volunteers

Photographer