

ST. STEPHEN'S GARDEN PARTY CHECKLIST
 11856 MAYS CHAPEL RD, TIMONIUM MD 21093
 SATURDAY, MAY 4, 2019

TEA ROOM

FUNCTION	STAFF	SUPPLIES NEEDED	NOTES
Sunday School cleared	Sunday School staff 1) 2)		This is completed Sunday prior to GP All SS items go against back wall Altar moved in front of white SS cabinets Need access to supplies cabinet
Food service set up in Aux kitchen	<u>Wednesday</u> 1) 2) 3) 4) 5) 6)	3 rectangle tables White paper tablecloths 3-tiered trays Doilies of varying sizes (purchase at Dollar Store or Party City) for trays ½ square doilies for sandwich trays	One rectangle against window wall, two against back wall Cover with white tablecloths Put all usable 3-tiered trays on table Cover tray shelves with white doilies – cut doilies down one side, then cut small “V” in center – don’t make a circle – they lay on trays better with the V
Food service/clean up area in Sunday School room	<u>Wednesday</u> 1) 2) 3) 4) 5) 6)	4 rectangle tables	Sunday School cleaned out Sunday of week before – put items on back wall of room Two rectangles on SS side for tea pots Two rectangles against wall with dedicated outlets Cover tables with white paper tablecloths Put altar against SS cabinets and cover with tablecloth (use cloth to protect wood)

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Tea Room set up	<u>Thursday</u> 1) 2)	White folding screens 2 large potted palms Hanging baskets? 10 card tables 5 small round tables	5 card tables down each side of Quimby Hall 5 small rounds down center Card tables have plain color underlay/flowered top Small tables have flowered tablecloth Place white covers on chairs – do last Day of – the floor lamps will be turned on Small fork, knife, demitasse tea spoons 12" doily place mats Flowered napkins
Bussing stations set up	Servers/cleanup crew work in pairs?	2 narrow rectangles	One at back of room, one at front on side Tea cups and saucers Small plates Cutlery Napkins
Cake table set up/service	Carrot cake: Coconut cake: Chocolate cake:	One area designated for cakes Cake table is cart with cover set next to the corner cabinet	Cakes are cut ahead of time We need a separate cake server.
Food service	Dessert plating: Sandwich plating : Asst manager :	3-tier trays	Table of two gets one sandwich tray Table of four gets two sandwich trays 3-tiered trays staged at 1, 2, 3, 4, people – can adjust as needed Asst Manger keeps track of what's needed/tea pots to kitchen

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Sandwiches	<u>Sandwich makers:</u> 1) 2) 3) 4) 5) 6)		Sandwiches are made at _____'s residence in May's Chapel. Arrive 6:00 AM. As trays are filled they are transported to St Stephen's to be kept refrigerator. <u>Sandwich fillings:</u> Cheese and onion Cucumber Ham Egg salad
Foods donated/prepared	Scones: Petit fours: Mini cheesecakes: Coconut macaroons: Chocolate covered strawberries: Other:		<u>3-tiered trays</u> indicate preparer, quantity, and whether any further prep is required Saturday (for example, cutting to appropriate size)
Tea Room management	Manager: Asst Mgr:		Coordinates flow of room – seating, serving, clearing, moving items to kitchen to be washed, place returning clean items on bussing tables
Cashier	1) Backup:		\$15.00 per person - No reduced charge for children Small round table and chair set up outside entrance Need TEA ROOM ENTRANCE sign? Backup needed to allow cashier to go on break when needed

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Hostess	1)		Stands just inside entrance – greets guests – gets # per table, assigns table
Table settings			Need to iron tablecloths Wednesday
Inventory check for Tea Room	Purchasers: 1) 2) Preparers (for items being made not bought) 1)		<u>Complete this 2 – 3 weeks ahead</u> Vinyl gloves for food handling Strawberry jam Butter packets Milk Sugar – regular and packets Whipping cream Lemon curd All items to be purchased Thurs,
Aprons	Washing: Ironing:		10 waist aprons 4 bib aprons All are washed as of date:
Clean up	Supervisor:		Wash staff in at 11:30 – Wash/dry cups and saucers, plates as they come in Return to bussing stations