

GARDEN PARTY GUIDE  
ST STEPEHEN'S CHURCH  
11856 Mays Chapel Rd, Timonium MD 21093

NOTE: For the 2020 Garden Party, it has been suggested that the event be broken into several functions, and a team leader identified for each of the functions. A list of possible teams was presented at the May, 2019 Parish Life meeting and is included in the set of electronic files given to the 2020 GP planning team.

The Garden Party's official title is *British Garden Party and Fete*. (Identified as GP.)

## **GENERAL**

Historically, the stated purpose of the GP has been to function as a community relations event rather than as a fund raiser. It is, however, a source of income for the church and, along with the Cookie Walk, contributes significantly to the Parish Life treasury, allowing the group to make a \$12,000 pledge annually to the church.

It should also be noted that an additional value of any Parish Life event is the joy of fellowship with other church members in the planning and preparation stages of the event.

For many years, the GP was held on the first Saturday of May. At the May 2019 Parish Life meeting, a decision was made to move the date to the second Saturday in May which will fall one day before Mother's Day. When the GP has fallen closer to Mother's Day, attendance seemed to be more robust and there were more sales of Mother's Day gifts at the children's table.

## **COMMUNICATIONS**

### **POSTER**

Peter Threadgill creates a color PDF of the GP flyer which can be revised each year with updated date, time, and event information.

Only a letter size (8 ½ X 11) is needed.

Poster can be used for displaying on local store or condo bulletin board, e-mailed to friends, etc.

E-mail a copy of the poster to the Parish Life distribution list two months to six weeks before the GP date.

Poster copies should be available on the volunteer sign up table and the coffee hour table.

## NEWSLETTER ARTICLES

GP articles appear in five church newsletter editions prior to the event.

Copies of past articles can be found on [www.ststeve.com](http://www.ststeve.com) under Library/Newsletters

Draft articles are submitted to the Rector for review and inclusion in the upcoming newsletter issue. John Darlington has been a past contributor of the GP articles.

## CHURCH SERVICE ANNOUNCEMENTS

For four weeks prior to the GP, announcements are made at the three church services (8:00, 9:15, 11:00 am) regarding current needs for items, baked goods, volunteers or special set up dates.

In the past these have been done by either a GP team member or the clergy.

If clergy, then announcement information should be given one week ahead to the Pastoral Care office who creates the weekly service announcements.

## VOLUNTEER SIGN-UP FORMS AT CHURCH

About one month before event, set up a card table in the coffee hour lobby with:

- ! Copies of the poster
- ! Sign-up sheets for week of preparation, set up day before, help at individual booths (booth leads should be identified before sign up sheets are placed)

## ADVERTISING

### TOWSON TIMES

The Towson Times is the largest local news publication. It runs, free of charge, notices submitted by readers on upcoming community events. In the past, the GP event was listed, however it was not selected in either 2018 or 2019 to be listed. Listings are at the discretion of the publication.

To determine the cut-off date contact the publication at:

[The Towson Times](#) [need information on listing a community event"]

North County News (have not listed there in past but might be a good source – may need one month lead time)

#### FACEBOOK ADVERTISING

- ! Peter Threadgill places ads on Facebook, beginning about 4 weeks before the event date.
- ! These ads highlight aspects of the event and are targeted for specific geographical limits around the church.
- ! Peter provides periodic reports that include detailed data on ad results. The budget for this advertising is \$300 – 400 which is set by the Parish Life committee

Other local social media advertising can be done through individual Facebook pages and:

Nextdoor

[www.nextdoor.com](http://www.nextdoor.com)

Patch

<https://patch.com/maryland/towson/calendar>

#### SPONSORS (included in the GP program)

There are four levels of sponsorship:

Imperial Crown - \$100

House of Windsor - \$75

House of York - \$50

House of Lancaster - \$25

Information about the sponsors will be included in one of the church newsletter articles.

#### **OUTSIDE LAYOUT/SET UP/BREAKDOWN**

Bill Spicer has had responsibility in the past and has a well-organized plan

The outside layout is a combination of large booths and small 10X10 booths. Several rounds/chairs are placed on the outside of the booths for seating.

Booth list:

- ! Jumble
- ! Daughters of the British Empire
- ! Henry VIII throne/sound system
- ! Military display table
- ! Children's area
- ! Punch & Judy
- ! Bottle wheel
- ! Barley Mow pub
- ! Pub grub/hot dogs (one large tent)
- ! Bake table
- ! Flower stall
- ! Area behind booths for children's games

To secure tents, blue paint buckets filled with water have been used in the past for stabilizing the tents.

British flag bunting is placed on the upper part of each booth. This is located in a box in the attic.

Set up for Henry VIII booth:

- ! 10 X 10 tent
- ! Green artificial carpet placed on ground (located in container)
- ! Bishop's Chair set on green carpet

Setting up maypole – center of green

- ! The maypole is kept in the C-container.
- ! The streamers/flower top are in a box in the attic.
- ! Maypole is set up Friday before event

Large trash cans are placed near food areas.

## **INSIDE LAYOUT**

The only display inside is the Book Table which will be set up with two rectangle tables.

Book table is located in the coffee hour area.

The rest of the area can be used as seating for people waiting to get into tea room.

## **OUTSIDE ENTERTAINMENT, VENDORS, AND DISPLAYS**

### Opening ceremonies

- ! GP is officially opened at 11:00 am by a procession in the following order:
- ! Bagpipes
- ! Rector
- ! Henry VIII
- ! Jester or other costumed figure
- ! Master of Ceremonies

Pipes proceed to center of court and do a short set

Rector makes official announcement to open the ceremonies and introduces Henry VIII, Jester, etc.

### Master of Ceremonies

A wireless mike and sound system are available at the church for use in announcing next event on the schedule, promoting various activities, announcing price drops at Jumble table, etc.

Be sure to do a check of the sound system before GP begins – both at church the week before and the morning of the event. Have the MC speak into the system to check if sound carries to end of the yard area

NOTE to those using the mike: Hold the mike upright (like an ice cream cone) so that your voice travels across the TOP of the mike and do not hold too close to your lips. If there is distortion in your voice, you are holding the mike too close.

### Henry VIII

Role of Henry VIII is to mingle with guests. Seating is available on the Bishop's chair for breaks. The chair is set up under a 10X10 tent. There is riser (?) and green outdoor cloth to go under the chair.

Costume is rented from  
A T Jones & Sons  
708 N. Howard St.  
Baltimore MD 21201

(410) 728-7087

<https://www.facebook.com/pages/Jones-A-T-Sons/159717140720283>

For costume rental charges, volunteer can pay and be reimbursed by Parish Life treasurer, or a check can be cut ahead of time.

Henry VIII marches in with the opening ceremonies at 11:00 am

### Gaoler/Pillory

- ! Volunteer (Brock Johnson) has a costume for this role as well as props
- ! Pillory prop is set up in the courtyard
- ! Wet sponges from bucket are thrown at someone in pillory (primarily children's activity)
- ! Price: 5 throws for \$1

### Jester

- ! Jester costume required – in the past a volunteer created their own costume
- ! Role of jester is to parade in with opening ceremonies
- ! Jester mingles with guests for photo ops

### Sound system

- ! Fr. Michel Belt has organized the sound system in recent years.
- ! Amplifier is in the second kitchen above cabinets.
- ! Wireless mic and speakers are available

### Maypole dancing

Contact: Suzie Henneman  
[hennemanbear@aol.com](mailto:hennemanbear@aol.com)  
443-831-2138

Group name: The Dance Magnet Students of Patapsco High School and Center for the Arts

- ! Suzie is the coach for the team and brings eight students to perform at the Garden Party.
- ! Prior to the Garden Party, Parish Life needs to approve an expenditure of \$100 which is donated to the dance club for their summer trip or other expenses.
- ! Check should be made payable to: Patapsco HSFCA Dance Boosters
- ! There are two dance sets at the GP – one at 1:30 – 1:50 and one at 2:30 – 2:50.
- ! Suzie will provide music on her I-pad which can be connected to our amplifier and speakers. She needs to coordinate with sound system engineer (Fr. Michael Belt)
- ! Professor Horn's Punch and Judy show so be sure to e-mail them both on the same message so they can coordinate with each other.

### Punch & Judy show

Contact: Prof. Horn  
[info@hornspunch.com](mailto:info@hornspunch.com)

- ! Book this show one year ahead – confirm date for next year at the GP
- ! Prof. Horn will e-mail a contract which is forwarded to Cindie Baker.
- ! Cost in the past has been \$300
- ! P&J do three shows: 11:30 am – Noon, 12:30 – 1:00 pm. 2:00 – 2:30 pm
- ! Prof. Horn brings his own stage – outside set up needs to leave a full booth space next to children’s table for his tent
- ! Punch & Judy has always been a big draw for the GP so be sure MC announces next show
- ! In case of any rain, tent can be moved to church (this was done in 2019 and did not diminish attendance)

Daughters of the British Empire

Contact: Venetia Holland

[blodwin@verizon.net](mailto:blodwin@verizon.net)

The DBE bring 3 – 4 of their own volunteers. In the past they have paid \$50 for a booth space and an ad in the GP program. Parish Life decided they should be charged an additional \$50 for for 2020 their cost would \$100 if they want both the booth and an ad.

Table needs:

2 rectangles

2 card tables

4 padded chairs

Bagpipe band – The Clans of Glencoe

Contact is: Roderick Alexander

410-692-0612

[saintmungo@zoominternet.net](mailto:saintmungo@zoominternet.net)

- ! Contact made through Paul Douglas
- ! Offered pipe band \$200 for 2019 but they wanted to donate services
- ! Pipe band plays a set at the opening ceremonies, then an additional set from 1:00 – 1:25 pm.
- ! Since this group carries valuable equipment, they need a few reserved parking spaces at the back of the church close to the grass. Be sure parking staff is aware of this and that Roderick tells parking attendant at front drive that he is with the pipe band and they have reserved spaces.

Greyhound rescue organization (no longer available)

For many years a greyhound rescue group had a booth at the GP however in the last 2 – 3 years they have not been able to attract enough volunteers to staff a booth. Their priority is to attend events where adoptions could take place at the event. New contacts would have to be made to add this booth back into GP vendors.

Antique British car display

From time to time in the past, someone exhibited a few antique British cars and even an old fire engine. If contacts could be made, they could park along the right side of the driveway.

## **OUTSIDE BOOTHS**

### Pub – The Barley Mow

Draft beer did not sell well enough to justify purchasing. Offerings should be bottled/canned beer only.

2019 pricing was:

- ! Smithick draft - \$2
- ! Guinness Stout - \$2
- ! Guinness Blond lager - \$2
- ! Coors Light - \$2
- ! Shandy - \$2 (half draft, half Sprite)
- ! Wine - \$3

Last year, in follow up discussions, decision was made to offer only British or Irish beer for 2020 – no American beer

Red and white boxed wine also available

Two large containers needed for ice.

Purchase beer at Cranbrook Liquors in Cranbrook Rd shopping center.

Prices should be displayed on the front of the booth.

### Pub Grub

At one time there were a few people who made several types of pub grub food to be sold at this booth. They included Welsh pasties, sausage rolls, Ploughman's Lunch, Welsh cakes

For 2019, the items offered at Pub Grub were:

Ploughman's Lunch - included:

- ! "Salad" of cherry tomatoes, cucumber slices
- ! Hard boiled egg in the shell
- ! 4 oz piece of cheese (or 3 oz?)
- ! Small white roll
- ! Foil packet of mayonnaise
- ! Butter pat
- ! Small container of Branston pickle



- ! Sweet pickle

Items were served in a ½ cake box lined with a tissue sheet and tied with ribbon.

Also served at Pub Grub: Welsh cakes, sausage rolls. In 2019, church purchased ingredients and Liz Hawtin made sausage rolls at Padonia Club.

Prices:

Sausage rolls - \$2.50

Welsh cakes - \$5 for ½ doz

Ploughman's lunch - \$5

Hot Dog stand

- ! The church purchased a hot dog machine which will steam hot dogs and keep rolls warm. There is an electrical circuit near the front of the drive way that is used for the machine so it's important that the hot dog stand be located near that outlet (same location as for 2019)
- ! Supply of paper hot dog holders should be check each year. Inventory is usually kept in the hot dog machine when not in use.
- ! Napkins are provided at the hot dog stand
- ! Other items for sale:
- ! Brownies – donated and bagged two per bag
- ! Water and sodas
- ! Small bagged chips purchased in a large box at Sam's Club. Be sure to check plain, not BBQ – have to check outside of box.
- ! Hot dogs, rolls, condiments were purchased at Sam's Club in the big shop

Prices:

Hot dogs - \$1.50

Sodas - \$1.00

Water 8 oz - \$.50

Chips - \$.50

Brownies - \$.50 for two

Bake table

- ! Cake boxes and cake rounds should be put out (second kitchen?) two weeks before GP
- ! Most baked goods will be delivered to church on Thursday and Friday. Each item should be labeled.
- ! Booth set-up: Two rectangles in L shaped configuration. If available, put an additional table at the back for staging baked goods
- ! ½ cakes can be sold. ½ cake boxes should be available at the table.

Prices:

Cakes - \$12 whole, \$6 half

Pies - \$9

Smaller baked items priced individually

#### Book table

- ! For greater accessibility, the book booth is now located indoors in the coffee hour space.
  
- ! Donated books are brought to the area in the parish hall where jumble is stored.

Prices:

Books - \$.25 or 5 for \$1

DVD's - \$1.00 or 5 for \$4

VHS - \$.25 or 5 for \$1

Magazines – \$.10 or as marked

#### Bottle wheel

- ! The wheel used for this booth is stored in the attic. Must be handled carefully when brought down and returned so spokes do not break off.
- ! There is a stand that the wheel screws onto.
- ! Container of stones (used to be used for Bingo) available.
- ! Numbered boards also stored in attic – used for selections.

Price: \$1 for 5 chances

#### Jumble table

- ! Coordinate with choirmaster as to use of space outside his office and when the best time is to be receiving and pricing jumble in the Parish Hall.
- ! Two rectangle tables on the inside wall, one in L shape against divider.
- ! Put new jumble on top of the tables. As jumble is priced, box it and place it under the tables.
- ! On Friday before event, move all jumble to coffee hour area in preparation for moving outside Saturday morning.

#### Flower stall

- ! Flowers are usually ordered from White House Nursery on Falls Rd.
- ! Flowers should be picked up on Friday.
- ! Some plants may be potted and donated by church members as well.
- ! For early purchase, an order form is available. The church gets a discount for bulk orders.
- ! Sara Douglas has coordinated this booth in the past.

#### Children's activities/games/races

- ! Diane Novicki and staff will set up children's area and will provide all the supplies.
- ! One purchase that is requested is two bags of candy for the children's races.
- ! The shorter table from the Sunday School area is used in the booth as well as a small round table for face painting.
- ! The area for races is marked with yellow tape and is located between the church and the booths.
- ! Face painting – there should be supplies available from 2019.
- ! 3 – 4 face painters should be available.

Prices:

### CHILDREN'S CRAFTS

Color table – Free  
 Bubble station - Free  
 Sun catcher painting - \$1  
 Face painting - \$1  
 Flower pot painting - \$3

### CHILDREN'S GAMES

Duck pond – Free  
 Lollipop tree – Free  
 Ring toss – Free  
 Bean bag toss – Free

### CHILDREN'S RACES – START AT 12:00 PM

Sack Race – Free  
 Wheel Barrow Race - Free  
 Egg Toss – Free  
 Egg on a Spoon Race - Free  
 Three-legged Race – Free

A chocolate or candy wheel is set up in the children's area.

Price is \$.50 for 6 chances.

A cashier needs to be stationed at the children's table.

### Military display

John Novicki can set up an interesting display of WW II items. His booth should be with the others – next to Henry VIII if available

## **FACILITIES/GROUNDS**

### Parking

- ! A team of 3 – 4 people can direct traffic for the first few hours of the GP.
- ! There is a set of walkie-talkies in the auxiliary kitchen above the counters.
- ! Handicapped signs – There are eight handicapped signs in the C-container. These should be placed next to the existing handicapped space on the Friday before GP.
- ! Overflow parking Methodist Church – someone needs to contact the Mays Chapel Methodist church across Jenifer Rd to confirm that we can use their lot for overflow parking if needed.

Bobby's Portable Restrooms

PO Box 501  
 Joppa, MD 21085  
 410-679-7108

Contact: Diane [diane@bobbyspottys.com](mailto:diane@bobbyspottys.com)

- ! In February, e-mail Diane re: reserving one handicapped porta-potty (We used to get two bus only one is needed – must be handicapped accessible)
- ! Diane will e-mail an invoice which should be forwarded to Parish Life treasurer (Cindie Baker)
- ! Pottys are delivered Friday and picked up Monday morning. No one needs to be at church for the pick up.
- ! When delivered, but sure to check that the door fully closes before the truck leaves. If there are any problems later, you can call Bobby's (410-679-7108) and a replacement will be arranged. They usually have multiple trucks in the area near the weekend.
- ! Place a basket inside the potty with extra rolls of toilet paper.
- ! There is a sign that goes in the lawn outside the potty area.

Lawn mowing – do not mow within two days of GP or there may still be cut grass which will stick to shoes if Saturday morning is wet. Wednesday is ideal day to cut grass.

Grounds clean up week before

- ! Weeding, weed-whacking, other general outside maintenance should be done.
- ! Add mulch to children's play area if needed.
- ! Cut back branches that overhand children's play area.

**PERMITS – Baltimore County**

Four Baltimore County permits are needed for the GP:

- 1) Non-profit gathering permit
- 2) Gaming permit (for Bottle Wheel)
- 3) One-day liquor license
- 4) Temporary Event Food Service permit

### Non-profit gathering permit and Gaming permit

111 W. Chesapeake Ave

Room 101

410-88-3616

- ! Neither of these applications is available online. To complete application, go to the first floor of the courthouse and the window is on the right of the first floor, once you pass security.
- ! Take a copy of last year's application and change to current dates for this year's event.
- ! There is a \$50 fee for the Gaming permit. Pay and get reimbursed with other GP expenses from PL treasurer.

Information on Gaming permit:

*From Baltimore County web site:*

Q. The non-profit charitable organization that I belong to is sponsoring an event that will include raffles and other games of chance. Are any permits required for these activities?

A. Yes. Anyone holding a non-profit public entertainment or gathering in the county must obtain a Non-Profit Public Gathering Permit. Public entertainment, performances or exhibitions of any kind that include personal profit must obtain a Public Exhibition License. Games of chance, such as raffles and paddle wheels, may only be included if a Baltimore County non-profit organization has obtained a Gaming Permit. Cards or roulette may be included only if a Casino Event Permit has been obtained. Dice games and slot machines are prohibited. For additional information, contact the Miscellaneous Permit and License Processing Bureau at 410-887-3616.

### One-day liquor license

Information about the one-day liquor license for Baltimore County can be found at the following site:

[https://www.baltimorecountymd.gov/Agencies/liquorboard/one\\_day\\_license.html](https://www.baltimorecountymd.gov/Agencies/liquorboard/one_day_license.html)

From this page, there is a link to the liquor license form which needs to be completed. The form can be saved on-line so that the following year it only needs to be updated and then printed out.

Be sure to use the name St Stephen's Traditional Episcopal Church on all documents as that is the legal registered name of the church.

The liquor license application must be completed by the event organizer, signed by the church rector, and needs to include the names, age and addresses of three vestry members. After the rector signs, the application needs to be notarized. The form can be notarized around the corner from the licensing office in county office building basement (across from courthouse) \$2.00 charge cash or at Wells Fargo for no charge if you have an account with the bank.

Once notarized, the completed application is taken to the liquor license room in the basement of the county courthouse. They will check their records for our church listing.

The application is then taken to the cashier in the building across the street from the courthouse building. The application fee is \$20. The cashier will issue the actual license and a receipt. A copy of the license should be displayed in the pub during the GP.

#### Temporary event food service permit

Any food sold to the public at a church event needs to be prepared in a licensed kitchen. In the past, Padonia Park Club allowed us to prepare food in their kitchens, or prepared the food with their own licensed staff.

The completed form with all license copies attached (see hard copy of sample form from previous year) must be taken in person to:

Drumcastle Government Center

6401 York Road, Third Floor

Baltimore, Maryland 21212

Email: [ehs@baltimorecountymd.gov](mailto:ehs@baltimorecountymd.gov)

Phone: 410-887-FOOD (3663)

The form will be reviewed in a conference room with a EHS staff person. Be prepared to answer all questions regarding type of food prepared and location of preparation.

The church needs to maintain TWO licensed food service handlers and their licenses must be displayed in the kitchen.

## PROGRAM

- ! Peter Threadgill writes, edits and produces a multi-page program with color cover and a few ads.
- ! Number of pages depends on how many ads are sold.
- ! The program is printed on legal paper folded and stapled. Copies are printed out to be distributed from each booth at the GP.
- ! In addition to advertisements, program includes:
  - Descriptions of entertainment – pipe band, maypole, Punch & Judy, historic figures (have had Henry VIII, Queen Victoria in the past)
  - A list of patrons
  - A few prayers
  - List and description of children’s games
  - List and description of races
  - “About St Stephen’s Church”
  - A page on the choir academy
  - Booths and other entertainment – jester, pillory
  - Refreshments – Barley Mow pub, tea room, pub grub, hot dogs
  - Children’s entertainment
  - Back page is the schedule of events for the day and announcement of the Cookie Walk date coming up in December
- ! One volunteer is in charge of selling ads. A cover letter and sample pages are available from Peter.
- ! Ad prices: ¼ page \$25.00, ½ page \$50, full page (8 ½ X 7) \$100
- ! Ads can be submitted by hard copy or electronically. Instructions are included with the ad information.

## TEA ROOM

The Tea Room is open from 11:00 – 2:00. Last seating is at 2:00.

Price: \$15

The tea room is set up in the Parish Hall (Qwimby Hall) with a combination of square card tables and small rounds. Refer to 2019 pictures for set up configuration.

Basic overall elements:

- ! Create Tea Room checklist – see sample hard copy from previous year
- ! Review/revise server written instructions
- ! Coordinate student volunteers with St. Timothy’s School
- ! Select Manager/Assistant Manager
- ! Set up of tea serving area – auxiliary kitchen
- ! Set up staging areas for refreshing tables

- ! Set up prep area (Sunday School space)
- ! Bring items down from attic
- ! Wash and iron aprons
- ! set up of tables with china, cutlery
- ! Back serving area set up
- ! Bussing station/Cake table set up
- ! Soliciting baked items for tea trays
- ! Sandwich making
- ! Setting up sandwich trays/3-tiered trays
- ! Tea making station
- ! Clean-up/washing day of
- ! Clean-up week following

Setting up the tea room during the week:

#### Sunday

- ! Sunday school items need to be moved to back of Sunday School area (NOT to second kitchen)

#### Monday

- ! Move jumble out to coffee hour room and narthex

#### Tuesday

- ! Match cream and sugar sets – we have 15 sets in corner cupboard
- ! Get all heavy items down from attic with Brock and Bill
- ! Two gaming wheels down from attic
- ! Lollipop tree from attic
- ! Parking stakes and vests to front hall – they are in one of the plastic bins in attic
- ! Move cake boxes to coffee hour table
- ! Clear out aux kitchen – all rounds and rectangles to hallway except one rectangle by window and two along wall under stairs. Place white paper table cover in each.
- ! Get down all 3-tiered trays and place a paper doily on each, size appropriately. There is a stock of doilies in one of the containers kept in the aux kitchen. This stock should be checked several weeks before GP.
- ! Doilies should be cut along one side, then two “Y”cuts made in the center so they fit around the stem on the 3-tiered trays. Don’t try to cut a circle.

#### Wednesday

- ! Put up tables – 15 – five card tables down each side , five small rounds down middle
- ! Set up chairs, put covers on chairs.
- ! Folded all napkins
- ! Set up tables – two narrow rect at back by Adric’s door, one in front of cabinets, one against parking lot wall
- ! Two gray bins on one table, cutlery - – cups, saucers, plates on other



- ! Cutlery in baskets
- ! Card tables get solid tablecloth with overlay flowered, small tables just get flowered overlay
- ! 12"doilies for place mats
- ! Each place setting is set of plastic cutlery, cup and saucer on right, small bread plate in middle, folded napkin
- ! Small bowls with artificial sugar put out on each table

### Thursday

- ! Two gray bins on one table, cutlery - – cups, saucers, plates on other
- ! Cutlery in baskets
- ! Card tables get solid tablecloth with overlay flowered, small tables just get flowered overlay

Lace doilies are used for placemats, as well as on the 3-tiered trays. Can be ordered from:

<https://www.partyatlewis.com/cambridge-lace-paper-12-inch-doilies-white.html>

12" lace paper doilies online for \$13.99/100 -

Order 200 for placemats. The 3-tiered trays needs 3 – 4 different sizes which can be purchased at Party City on York Rd.

## **GARDEN PARTY TEA ROOM SERVER DUTIES**

*THANK YOU FOR YOUR HELP!*

Manager: Devon Rock

Assistant Manager: Fran Tilghman

1. There are 15 tables in the tea room. Each person is responsible for 3 tables: Two (2) four-seat, and one (1) two-seat.
2. Once guests are seated, go to the tea maker and tell them how many are at your table so they can prepare the teapot. When you bring the tea, remind guests to “let it steep for two minutes”

3. Take a sandwich tray and a 3-tiered tray to the table. Select trays based on table size. They will be marked. Make TWO trips
4. Keep an eye on consumption. Once they have finished, offer them a choice of cakes available. We have Coconut, chocolate and carrot cake but later in the day one of those may be sold out.
5. DO NOT RUSH GUESTS – let them enjoy some conversation, but be aware when others are waiting to be seated.
6. When the guests leave, quickly clear the table, placing all items in gray bins.
7. Reset the table with doily placemats, plates, cups and saucers, cutlery, and napkins. Replace menu if it has been taken.
8. Refill milk in pitcher. Check stock of sugar packets and refill if needed.

**HANDLE CHINA WITH CARE! SOME OF OUR COLLECTION IS VERY OLD AND FRAGILE (BUT BEAUTIFUL!)**