FolarraStudio

Tea Party Planner

brew · bake · gather

PRINTABLE · GUESTS, MENU & TABLE

This Planner Belongs To

for hosts of afternoon teas and tea parties

NAME _____

ADDRESS _____

PHONE / EMAIL _____

MOVED IN _____

YEAR _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Party details and Guests pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Plan guests, menu and table setting, then follow the prep timeline.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My word for this year

Why I love to host

Contents

tap a title in the digital planner to jump to it

Party details 4

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Tea Party Details

the plan

OCCASION _____ DATE & TIME _____

GUESTS _____ PLACE _____

Theme & colors

Decor

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Must remember

Guest List

and dietary needs

GUEST	RSVP	DIET	BRINGING
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	☐		
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Tea Menu

tiers and teas

TIER	TREATS	MADE
Teas		☐
Sandwiches		☐
Scones		☐
Sweets		☐
Extras		☐

Prep Timeline

stay relaxed

WHEN	TASK	DONE
Week before		☐
		☐
		☐
Day before		☐
		☐
		☐
Morning of		☐
		☐
		☐
Hour before		☐
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		☐

Table Setting

pretty details

Table

- [ ] Cloth
- [ ] Teapots
- [ ] Cups & saucers
- [ ] Cake stands

Extras

- [ ] Flowers
- [ ] Name cards
- [ ] Napkins
- [ ] Sugar & milk

Tea Tasting Notes

blends you served

TEA	BREW TIME	NOTES	LOVED
			☐
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Shopping List

buy ahead

GOT IT	ITEM	QTY
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Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

- For personal use. You may print as many copies as you need for yourself and your family.
- Please do not resell or upload the files elsewhere. To share, send the link to folarrastudio.com.
- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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