

Abundant Grace
Annual Mother-Daughter Tea
Benefiting the Genesis Center, Kaufman, TX

Date: May 4, 2019

Start Time: Noon-2:00pm

Location:

The Garden Event Center

819 W. Moore Street

Terrell, TX 75160

(972) 551-0333

Event Contact:

Marian Stewart

Founder and Executive Director

Sharing the Love Foundation

Phone: 469.278.5755

Email: Marian.stewart@sharingthelove.org

TABLE SPONSOR CHECKLIST & INSTRUCTIONS

Attire

While formal attire is not necessary, guests are encouraged to “dress up” as much as they choose. Spring time dresses, hats, gloves, or casual suits all help to set the theme of our high tea.

Special Host Sponsor Responsibilities

As the table host, you will begin with introductions as your guests arrive, work with your designated server to meet the needs of your table throughout the meal service, and assist with the concluding gift exchange (*see below*). Feel free to help your guests with tea choices, pouring hot water for tea when needed, assist your designated table server in replenishing hot water for tea, cold water, sugar and or tea bags and keep conversation going during the meal. ***Please only use your designated server.**

Special Host Sponsors are also responsible for providing their personal table settings, centerpieces, and any additional decorations. There will be recognition for the most creative and most unique table. **Set up is on Saturday morning, May 4th between 10:00 am and 11:00 am. The tea will start promptly at noon.**

Table Seating

Each table seats six (6) guests. If you are a Special Host Sponsor, **please send a list of the names of all of your guests by 4/22/19.** Your guests will be required to provide their name or the name of their host in order to be seated on event day. Should you have open seats and would like to donate tickets to your table, please notify us as soon as possible so that we might accommodate additional guests seeking to be a part of this year’s celebration.

What is Provided

1 round table, six comfortable chairs, 1 table cloth (you may use it, remove it or cover it with your own table cloth or overlay), tea bags, sugar cubes, ice water, hot water, tea pots (we have a collection of tea pots available in various sizes and designs) or you may bring your own.

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Sharing The Love Foundation
Youth Empowering Youth

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What You Provide

6 of the following: Be as creative as you like, beauty has no boundaries.

- Dinner plates
- Dessert plates
- Tea cups & saucers
- Drinking glasses for water
- Silverware
- Cloth napkins
- Small containers/ designated small plate or bowl for used tea bags
- Wipes to clean silverware/utensils/dishes

Sugar bowl and utensil for sugar cubes (2 would be nice, if you have them)

Tea bag container to hold a dozen new tea bags (2 would be nice, if you have them)

Water pitcher (optional, we can provide)

Tea pot (optional, we can provide)

Overlay or runner (if you choose)

***YOU ARE LIABLE FOR YOUR OWN TABLEWARE. It should be in a container that can properly handle your fragile items.** Please label your containers using your sponsor name and wrap your dishes well with bubble wrap and or newspaper. There will be a designated area to store your container(s) during the event. Your server will also be available to help unpack & pack your supplies.

The Program

The program begins as the guests are arriving. When guests are seated the emcee will open with a welcome. The program will consist of a fashion show and entertainment. There will be a silent auction during the tea. Winners will be announced near the end of the program. All proceeds from the auction will be donated to the Genesis Center. Please feel free to donate an item for the auction. We request that all donated items be in no later than April 30th.

The Meal

A light catered meal will be provided, suitable for high tea. Guests will be encouraged to sample several different kinds of tea during the meal. After a greeting by our emcee, we will begin with tea after which the meal will be served by our Young Ambassadors in several courses. Each table will have a designated server. Dishes will not be cleared during the meal.

Gift Exchange

At the conclusion of the program, Special Host Sponsors will present each of their guests (over five years of age) with a gift that is provided by Sharing the Love Foundation. (*Table hosts will receive these gifts from their designated server.*) You may also provide a small favor for each guest if you choose.

Sharing the Love Foundation greatly appreciates our Special Host Sponsors and all of our guests for their generosity and participation. Together we can make this a treasured moment for all!

