

Organizing your Tea party

It's Easy!

1. [Register as a Host\(ess\)](#)
2. Set the date and time. Your tea party should take place within 30 days of the tea party you attended and no later than the end of the following month. Any time of day can work: a simple tea at 11a.m., or afternoon tea or an evening tea.
3. Choose your venue. Inside or out? It doesn't matter. At home, at work, in a restaurant or anywhere else you can make "tea" happen. It could be a Board Meeting or regular gathering that you have. If it is at a regular meeting, you could have a draw as to who's name will be entered for Tea prizes.
4. Invite people- friends, family and/or acquaintances from different social You can invite any number (1 to ...) There is also a sample invitation that you can use with all the information that you need to pass on [Sample Invitation](#).
5. Big or small. Your tea party does not have to be grand (unless that is your style). The important thing is that it happens and everyone comes. [Get Tips & Ideas here.](#)
6. Have fun and take photos. We'd love to see your event. Upload a picture/s to the [Rotary Club of Orleans Facebook Page](#) . Thank your guests for attending. You can do this at the event, but it is also nice to contact them afterwards and send them a copy of the "How does it work?"