The Biggest High Tea - Tips and Tricks

1.Project Leader - Complete intention to participate.

- Allocate tasks to members

2. When should you start planning your event?

At least two months prior to your Biggest High Tea date to select a venue, costings, pricing, and advertising. You may wish to have a theme. You will need to allow four weeks to sell tickets and promote The Biggest High Tea with the last week being the busiest for ticket sales.

3. How many people could your Club comfortably serve?

For your first event a maximum of eighty people is recommended.

4. How many people do you need to organise and run the event?

One person to coordinate food

One person to take bookings and keep a record of guests for the seating plan.

One person to collect and/or purchase raffle prizes, seek sponsorship.

One person to organise the seating plan

At least one person to publicise the event.

Six people setting tables the day before. Two people making sandwiches on the afternoon before.

On the day

Six people plating food and heating food pre event. Two people cooking scones. Two people checking in guests and selling raffle tickets. One person taking bids if you have a silent auction.

Recommended - 1 Waiter per two tables of eight. Servers can wear the ALCCRF Aprons – boys may like to add a bow tie. 2 people making pots of tea and coffee. One person cleaning. One MC.

5. What should you charge?

Please consider the cost of your venue

Do you have to hire china, glasses, tablecloths, tables and chairs.

Could members set their own table with their China for their friends and family to attend to reduce costs?

Do you have to purchase food or do you have members who could contribute to the food on the day?

Do you want to serve sparkling wine / Juice on arrival

Can you make an arrangement with a local cafe to use their venue and produce. You can sell the tickets and they can handle the food and drinks and you provide waiters?

If having a theme – do you need props to support the theme

Do you want entertainment? School performers or a talented Club member.

6. How to promote your event and sell tickets.

Download the ALCCRF poster, Facebook tile and intention to participate from the ALCCRF website. https://alccrf.lions.org.au/events/high-tea/

Add your Club details, date, contact details and cost to the poster and any additional information needed.

Who to target?

Clubs in your District

Community Facebook pages

Shop windows

Community groups eg Probus, Country Womens Association, Schools, Retirement and over 55 Villages.

How to sell your tickets?

You can add banking details to poster or a Club members phone number for bookings

You could use a booking agency such as sticky tickets to assist you.

7. Table Set up

Table decorations- flowers, potted plants. These can be sold at the end of the day

Food stands to serve the food

Add ALCCRF brochures to the table so guests learn a little about the Foundation

Cups, plates, milk jugs and sugar bowls.

Remember to feed the workers first