

## Women's Tea Friday Afternoon 4:00-5:30pm



Set-up begins between 3:30-4pm by weekend captains or their appointees.

Note: DeLoor Hall is often in use until 3:30pm by another scheduled group, do not arrive early for set-up and keep the set-up simple. If DeLoor is still being used, please hold food, etc. in Founder's Hall until DeLoor is available. Do not disturb occupants.

The Weekend Vice President will coordinate with Captains for supplies and environment planning.

Women are needed to help with "take down" on Friday afternoon, just prior to dinner.

### **Retreat Center Provides:**

Hot Water for tea

Sugar/Sweeteners

Regular Tea

Serving Bowls (as needed)

Coffee Cups

Water Glasses

Ice Water

Tablecloths – 4 Long

Paper Goods, Napkins, Paper Plates

Plastic Utensils, Forks, Spoons, etc.

### **Team Captain/Parish Provides:**

LIGHT Snacks (cookies, cheese/crackers, fruit, candy/nuts, chips, etc.) –Enough for Friday Afternoon ONLY-all snacks are removed before dinner is served!

Wine (if desired, by team captains)

Specialty Teas

Simple Decorations if desired and small centerpieces (fresh flowers/small tea lights)

We use 4 long tables for serving and set up six round tables for seating