



Fantastical Tea Party

EVENT EXPERIENCE

Imagine falling down the rabbit hole and finding yourself in the middle of Madness and Mayhem, life-sized cards, rabbits the size of a man, and magic potions in little bottles.

Your guests will be mesmerized with the fun bedlam and oversized props for this event. For your adult guests it's the opportunity to be children again.

COLORS & TEXTURES

This event calls for bright, cheery colors that grab your guests' attention. Use Purples, Pinks, Yellows, Reds and Greens for your main colors. Accent with Black and White checkered fabrics and objects.



Recall the adventures of Alice in Wonderland. Now imagine designing, producing and planning an event for your guests to remind them of a time when their imaginations ran wild and their minds were carefree. This theme is perfect for companies who want to spark creative solutions.





Tea Party

INVITATION IDEAS

Use a book or box that opens and encapsulates the following:

- Picture of your choice
- Small envelope with the invite inside
- Small bottle with “DRINK ME” on it
- Cupcake or cookie that looks like a pocket watch
- Hat-shaped cookie or small mint that says “Eat Me”

These invitation ideas could be created by your preferred local advertising or marketing company. If you really have it in you, you could also make them yourself.

ENTRYWAY

As guests arrive, they will be enticed to enter through the rabbit hole. The hallway can be draped in black with mirrors

and chairs hung on the wall. Bird cages, large framed photos, and other items reminiscent of one’s descent into the rabbit hole will draw the guests into the party atmosphere from the very start.

A fantastical sign post should be constructed and placed outside of the entrance to provide instructions to guests. Go this way and that, Queen of Hearts Castle, Tea Party That Way, etc. Volunteers wearing large playing card sandwich boards could act as the Card Guards, greeting guests as they approach the entrance to the tunnel. They can encourage guests to give themselves up to the adventure of the Rabbit Hole.

PREFUNCTION AREA

Start with a fantasy garden comprised of oversized flowers and trees. Don’t forget to include the obnoxiously large



DETAILS AND ACCENTS



Tea Party

smiley cat sitting on a branch. Your guests can have a drink out of a small milk bottle that says 'DRINK ME' on it while munching on small cookies that say "EAT ME". Concoct a special drink to put in the small bottle that can be served on book-shaped serving platters.

Create an area for guests to build their own Mad Hatter hat for the evening. This activity gets the party started and is a great ice breaker for your attendees.

MAIN ROOM

Large flowers hanging from the ceiling, swags of drapes or umbrellas hung upside down work well for this event. Time pieces and bright colored Chinese lanterns would also be a great choice for this event.

Throughout the room hang empty frames haphazardly in the ceiling or giant playing cards that bend or create upside down houses of cards.

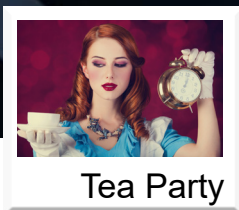
Use a black and white checkered dance floor to represent a giant checker board. This will be classy and fun.

STAGE AREA

Consider a 20ft x 40ft backdrop with the fantasy garden as the stage setting to really drive home the theme. On either side of the backdrop, add dimension to the stage by adding giant flowers, giant toadstools and grass.

If you have a podium, place smaller toadstools on either side of the podium with artificial turf at the bottom and smaller flowers around the front of the podium.





Tea Party

DÉCOR

The décor for this event should be inventive and out of this world. Use oversized props to shock and awe guests. A Paper Mache tree could anchor one of the tables or be placed in the corner of the room with the grinning cat lounging on a branch. Much of the décor will be focused on the table, where the tea party would take place. Labels and signage will play a fun part in décor elements throughout the event. If you are having a charity or auction event tempt bidders with fantastical labels that shout “Bid on me” “Higher, Higher” or “Buy, Buy, Buy”.

FURNITURE ACCENTS

Place children sized chairs, a pet bed, and small child’s table in one corner of the room and regular furniture in the rest of the room. If you can find oversized rocking chairs or other oversized furniture, place that in another corner for photo ops.

You can mismatch your chairs and furniture for this event to give it a festive tea party feel.

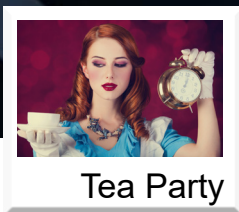
CENTERPIECES

There are many centerpiece ideas that can be used for this event. To carry out the erratic impression, use different centerpieces throughout the tables. Below are some fun ideas:

- Stacks of books
- Glass bottles (containing mints) labelled “Bigger” and “Smaller”
- Brightly colored, over-the-top enlarged pocket watches made of cardboard
- Mad Hatter Hats turned upside down with various items inside them that match the party
- Stacks of teacups and saucers among a jumble of tea pots
- To represent the Queen of Hearts use potted sculpture trees with strategically placed white and red roses



DETAILS AND ACCENTS



Tea Party

- Playing cards in a range of sizes
- Daisies that come alive
- An assortment of clocks
- Door Handles
- Pearls and porcelain rabbits placed among the tea party essentials

DINNER SET UP

Tables should be brightly decorated with over-the-top fantasy colors with mismatched but complementary serving pieces and combinations of saucers, tea cups and tea pots. A long table might offer desserts and be scattered with tea pots. The desserts should be raised to varying levels possibly on stacks of books to create the varying heights. Consider mixing in some 8ft tables or set up kings table as your dinner tables – not all tables need to be round.

Food: Open bowls containing cookies that invite guests to “EAT ME”, “TRY ONE”, etc.

Chairs wrapped in black spandex with white bands or a variety of different mismatched chairs could be used as in the tea party setting.

BAR AND CUSTOM DRINK

Place drinks in a miniature milk bottles with sayings such as Drink Me, Bigger, Smaller, etc. Have small white milk bottles or clear bottles with bright colored alcohol concoctions.





Tea Party

PHOTO OPS

Have two large empty frames set up in an area designated for photos.

- One frame will have photos of a white rabbit with a pocket watch and a background with the garden of the Queens Castle
- One frame will be for photos for the night. The backdrop should sit behind the frame with space for guests to stand between the two. A fun Wonderland background will be the perfect touch to help guests remember the fun event.

INTERACTIVE FUN

Hire themed entertainers to peruse the event and interact with guests.

CHARACTERS

The following characters can be incorporated into the theme with costuming:

- White Rabbit – who's always in a hurry – Use the white rabbit to encourage guests to sit at their seats when the program is about to begin.
- Very colorful caterpillar smoking a hookah pipe
- Grinning cat
- The March Hare
- The Crazy Professor
- Young lady
- Dormouse
- The King and Queen of Hearts
- The Mock Turtle
- Flamingos – used as croquet mallets
- Knave of Hearts





Fantastical Tea Party



supply list

How to determine which elements in each theme packages is right for you and your client:

- \$\$\$\$\$ Some of the theme elements require a very small investment while others require a higher spend. You can guide your client and help them determine how to use their budget to achieve their desired result.
- Star ratings: Determine the impact your client wants to make. A one-star element in a theme package works well for simple and professional events, whereas a five-star element will leave your client and their guests in complete awe! There are many options in between, so you'll always have a way to meet your client's needs and goals.

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Invitations:			
Invitations	Create your own with items purchased at your local craft store or use a local print shop or advertising agency	\$\$-\$\$\$\$	****
Entryway:			
Black Drape (to create rabbit hole)	Use someone like CES, Freeman Decorating, or your local pipe and drape company	\$\$	**
Large Mirrors	Create your own or borrow from a furniture store	\$\$\$	****
Chairs (hung from ceiling)	Use children's chairs. They are lighter weight for hanging.	\$\$	****
Bird Cages	Try the second hand store, Michaels, Hobby Lobby, or local craft store.	\$\$\$	****

SUPPLY LIST



Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Entryway: (continued)			
Oversized Photo Frames	These can be made with painted cardboard or outsourced to a sign shop.	\$\$\$	*****
Sandwich boards for volunteers to wear	Make these yourself or use the print shop listed to print what you need. www.dogfishgraphics.com/	\$\$\$	***
Sign (directing to activity center)	Have someone that is handy create your board or a club or local builder can make one for you. A sign company is a good resource as well. Some event rental companies will offer this prop.	\$\$\$	****
Prefunction Area:			
Oversized Flowers	Great Room Décor http://www.greatroomsdecor.com/SearchResults.asp?Search=giant+flowers	\$\$	****
Giant Grinning Cat	Have a local printer create this	\$\$\$	****
Milk Bottles (to serve drinks in) (1 per guest)	Favors by Serendipity http://bit.ly/1PpKFAX	\$	**
Book-shaped Serving Platters	Webstaurant Store www.webstaurantstore.com/search/book-shaped-platter.html	\$	**
Party Hats (for guests to personalize)	Party Hats www.partyhats.org	\$\$\$\$	****

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Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Main Room:			
Oversized Flowers	Great Room Decor http://www.greatroomsdecor.com/SearchResults.asp?Search=giant+flowers	\$\$	****
Upside Down Umbrellas	Cultural Intrigue www.culturalintrigue.com/paper-parasols.aspx	\$\$-\$\$\$	****
Mismatched serving pieces; Tea cups and tea pots	These can be relatively inexpensive from a second hand store - Look to your local stores to locate these items.	\$\$	****
Time Pieces	These can be found at a second-hand store, World Market, or Target. You may also have them printed. www.worldmarket.com/search.do?query=wall+clock	\$\$\$	**
Chinese Lanterns	Cultural Intrigue www.culturalintrigue.com/paper-lanterns.aspx	\$	***
Large Playing Cards	Dogfish Graphics www.dogfishgraphics.com/	\$	*****
Oversized Photo Frames	These can be made with painted cardboard or outsourced to a sign shop www.dogfishgraphics.com/	\$\$\$	****
Checkered Dance Floor	Use your local party rental company for the black and white dance floor or use shelve paper to stick to a woodend dance floor.	\$\$\$	****

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Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Stage Area:			
Fantasy Garden Backdrop	Backdrops Beautiful www.backdropsbeautiful.com/fantasy-backdrops/alice-in-wonderland-2b.html	\$\$\$	*****
Oversized Teacup Planters	Gardeners www.gardeners.com/buy/teacup-planter-self-watering	\$\$	***
Giant Toadstools, Grass, and Flowers	Chisel 3D www.chisel3d.com/	\$\$\$\$	*****
Artificial Turf	Local outdoor supply house like HomeDepot	\$\$	****
Décor:			
Paper Mache Tree	Have students or volunteers make this or order from this company www.chisel3d.com/	\$\$\$\$	****
Buffet and Table Signs - EAT ME, BID ON ME! ETC.	Dogfish Graphics www.dogfishgraphics.com/	\$\$	****
Furniture:			
Children-sized Chairs & Tables	Target, IKEA, or Walmart	\$\$	***
Pet Bed	Iron Accents http://bit.ly/1PpPAIq	\$\$	***
Oversized Furniture	Bob Gail http://ops.bobgail.com/prop_rentals/oversized,_giant_props/oversized,_giant_rocking_chair/4755	\$\$\$	****

SUPPLY LIST



Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Centerpieces:			
Stacks of Books	Local thrift store/Your own bookcase	\$\$	****
Glass bottles (To serve mints in)	Luna Bazaar www.lunabazaar.com/vintage-style-glass-bottles.aspx	\$-\$\$	**
Bright Colored Pocket Watches	Print yourself or use your local sign company	\$	**
Stacks of Teacups	Use teacups found from your local second hand store	\$\$	**
Tea Pots	Use tea pots found at your local second hand store	\$\$	**
Topiary Trees (with white or red roses)	Artificial Plants and Trees www.artificialplantsandtrees.com/ball-topiary.html	\$\$\$	****
Playing Cards	Local store or have larger cards printed	\$	*****
Oversized Daisys in Teacups	Great Room Décor http://bit.ly/1L6b09v	\$\$	****
Clocks / Pocket Watches	Local printer	\$\$	****
Door Handles	Check your local restoration hardware store	\$\$	*
Pearls or Porcelain Rabbits	Rubylane http://www.rubylane.com/search/.q=rabbits+porcelain.c=Rabbits_Porcelain.ipp=30	\$	***

SUPPLY LIST



Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Dinner Set-up:			
Tea Party Serving Essentials (Saucers, Tea Cups, Tea Pots)	Buy these in your local second hand store	\$	***
Stacks of Books	Buy these in your local second hand store	\$	***
Black Spandex Chair covers	Tablecloths Factory http://bit.ly/1L6alzr	\$	****
Spandex Bands	Spandex Rentals http://www.tableclothsfactory.com/tablecloths-Linens-Chair-Covers-Spandex-Sashes-s/302.htm	\$	*
Mismatched Chairs	Ask your staff or volunteers to bring in old chairs from home for one or two tables	\$	****
Bar & Custom Drinks:			
Milk Bottles (to serve drinks in) (1 per guest)	Favors by Serendipity http://www.favorsbyserendipity.com/favors_product_pages/p-6761-fc.html?gps=yes&gclid=CjwKEAiAs-JanBRCgnpfa0orvyz4SJAAbxEq-c8wqvpl6kX7zmU-JFz3e32eMAsbHXrl1nkNLxLuCsQBoCrqfw_wcB	\$ (each)	**

SUPPLY LIST



Tea Party

Supplies	Source/Notes Vendor Suggestions	Price Range	Value
Entertainment:			
Colorful Caterpillar, White Rabbit, Grinning Cat smoking a pipe/hookah, March Hare, Alice, Crazy Professor or Mad Hatter, Dormouse, King and Queen of Hearts, Knave of Hearts, Mock Turtle and Flamingos	Hire local actors/ check with the local community theater or playhouse for actors that are outgoing and able to help set the scene for your Fantastical Tea Party	\$ - \$\$\$\$	*****
Photo Ops:			
Picture handouts (Make sure you put your logo on the outside of the photo folder)	Send a Frame http://www.sendaframe.com/s30/keywords:paper%20folders	\$\$	****
Large Frames	Dogfish Graphics www.dogfishgraphics.com/home.html	\$\$\$	****
Photo Backdrop	Dogfish Graphics www.dogfishgraphics.com/home.html	\$\$\$	****