



A Year of Poetry Tea Time

TEA TIME

PLANNER

Two Months Before

■ Set a budget

Food_____

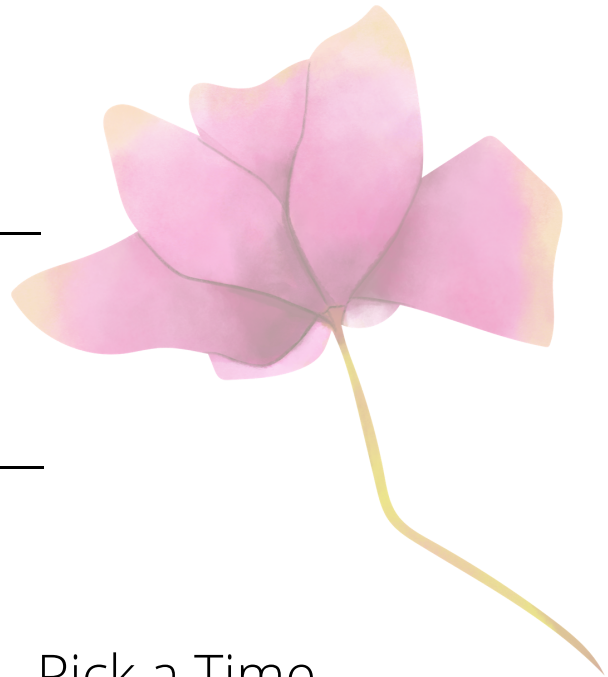
Decorations_____

Invitations_____

Tea_____

Party Favors_____

Other_____



■ Pick a date_____ Pick a Time_____

■ Choose a theme (brainstorm some ideas and pick one)_____

■ Secure a location to hold your tea time (if you're not doing it at home)



One Month Before

- Create and send your invitations
- Plan any games or activities you may be doing
- Create your menu
- Shop for any supplies you need
- Gather and plan decorations
- Make any poetry or food assignments



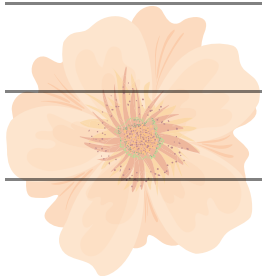
Two Weeks Before



Choose music

Complete any unfinished decoration prep.
Write down the tasks that need to be done.







One Week Before

■ Contact guests that did not RSVP

■ Create your tea time flow

TIME Activity


■ Confirm your venue location

■ Make party favors



Two Days Before

- Purchase any food needed
Shopping List

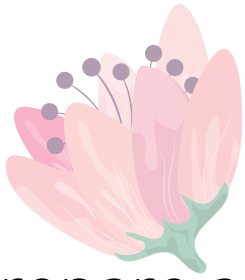


A series of horizontal lines for writing, with a watercolor illustration of a pink flower and green leaves overlaid in the center.

- Remind people of their responsibilities if assignments were made to guests.

People to Call:

Two columns of horizontal lines for writing names of people to call.



One Day Before

- Prepare any food that can be made a day in advance.

_____	_____
_____	_____
_____	_____

- Set up any decorations that can be done a day in advance.

- Pick up flowers and place them in vases/arrangements.



- Check through your planner and make sure nothing has been accidentally missed.

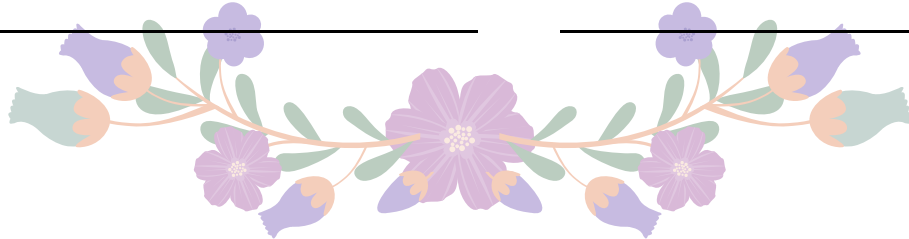


Poetry Tea Time Day



Prepare food

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Set the table(s)



Set up music and activities



Finish decorating




Set out favors (if you have them)

NOW YOU ARE READY!

*Share your
Poetry Tea Time*



I would love to see how your
Poetry Tea Time went.
Please share your photos and
experiences with others
@ayearofpoetryteatime
on Facebook.



Little Rabbit Trails

2021

International Homeschooling

Poetry Contest

Theme is

Patriotism

Learn more at

www.littlerabbittrails.com/poetry-contest



Contest will open for entries
March 2021

Any homeschooler or homeschooling
parent may enter the contest.

Cash prizes and 16 people will be
published in

A Year of Poetry Tea Time: Patriotism



Everywhere you find
stories of patriotism.

