**Birthday Tea Party Checklist**

Use this checklist to plan a seamless and memorable birthday tea:

**Theme & Colour Scheme**

Choose a theme that reflects his/her personality and hobbies. (e.g., golf, fishing, handy man , baking, knitting or gardening)

Select a coordinating colour scheme (e.g., white and beige for a timeless look)

**Decorations**

Floral arrangement (e.g., elegant white blooms with greenery)

Personalised cake topper

Party favours (e.g., mini whiskey bottles and chocolate cigars)

Coordinated napkins (e.g., beige polka-dot for a classic touch)

Other (any extras) e.g., (balloons, candles)

**Table Setup**

Tablecloth

Plates

Cups and saucers

Teaspoons and cake forks

Cake platters and cake lifters

Tea and Coffee Pot

Milk Jug and Sugar Bowl

Other :

**Beverages**

Freshly brewed tea

Coffee

Milk and sugar

Other :

**Food**

The honouree’s favourite cakes (e.g., Butterkuchen and Black Forest Cake)

Optional additional treats such as biscuits or small pastries