

HOW TO BE A GREAT TEA HOSTESS

For Your A Good Deed Tea Event

Hosting a Good Deed Tea is easy and fun to do. Here's a step by step no hassle guide to hosting a successful tea:

BEFORE YOUR EVENT

1. Choose a date, time and place when you think most of your friends will be able to attend. Think about where you will be hosting your event. If not in your home, is there a recreation or community center that will comfortably fit your group?

For those of you who work, weekends are your best time to host. Traditional teas are usually afternoon events, but we encourage you to make the event your own. It could be a barbecue, a brunch or a cocktail party – whichever you would prefer to do.

Pick a date two or three weeks out. Scheduling an event too far into the future usually means something comes up and your tea will have to be rescheduled.

2. Put together your invitation list – Invite your best friends, relatives, business colleagues and people you haven't seen in a long time. This is a great time to reconnect! Also invite people you do not know very well and would like to get to know better.

Over-invite. People's lives are busy and full. Not everyone will be able to attend. 12-15 guests is an ideal size for a tea. Inviting 50-60 people is not too many for this kind of turn out.

3. Send out a quick "Save the Date" email to your invitees with more details to follow.

4. Send out your invitation with all of the details about 2-3 weeks before the selected date. Be sure to ask your guests to **RSVP** so you have enough food and drinks on hand.

5. Ask for donations from anyone that cannot attend-ask them to make a donation to one of the two charities and to send it to you before your tea. This way you can count their donation toward total donations for your tea.

Make a personal connection. After a few days call whoever has not yet responded. A personal connection makes everyone feel special and will have them likely to attend.

6. Confirm all guests the day before. Without a confirmation phone call to your guests saying you are looking forward to seeing them at the event you can have an up to 50% drop off rate from your yes RSVPs.

PLANNING YOUR EVENT

1. What will you serve? Tea, soft drinks, wine, champagne? It's all up to you. Do you want to serve tea sandwiches or cookies and fruit? This event doesn't need to cost a lot. You can ask your guests to contribute by bringing food or drinks as you specify.

2. Do not do a huge spread. This will intimidate your guests from hosting their own good deed tea. We want everyone to see how easy it is to host a tea. If you have been cooking all week or are in and out of the oven through your whole event no one will want to host a tea.

3. Be sure to request info packets from "A Good Deed Tea" to be given to your guests during your event. Info packets include info on each of the charities we are supporting and donation forms your guests can fill out.

DURING YOUR EVENT

1. Have a good time! Remember, you're among friends, many of whom you may not have seen in a while, so enjoy your time with them. Plan your menu so that you do not have to be in the kitchen at all. Be 100% set up before your guests arrive.

2. Introduce your guests to one another. Have each one introduce themselves; tell what they do for a living and how they have known you. This will help break the ice and get people talking, even if they are strangers.

3. Introduce the mission of A Good Deed Tea. If one of the board members is in attendance introduce her and have her give the background on our mission and the charities we support. Use the Women Around the World fact sheet and summaries of the charities we are featuring to educate your guests as to the need and purpose of our organization.

4. Ask your friends to uplift the lives of women by making a donation and hosting their own tea. Hand out the info sheets and ask those willing to make a donation to complete the form in the packet. If some of your guests are not prepared to make a donation that day, suggest that they make one online on our website at www.agooddeedtea.org/donations

5. Take photos and send them to your friends and to us. Post them on your Facebook page to create even more interest. Everyone loves to see their picture from an event.

AFTER YOUR EVENT

1. Tally up your donations and complete an event donation form. Do not send cash through the mail. If someone has given you cash take it and write a personal check.

2. When a Good Deed Tea rep is at your event she can take the donations or send the donations and contribution form to: A Good Deed Tea, 581 26th Ave, SF, CA 94121

3. Be sure to send out a thank you email or thank you card to all of your guests for attending your event and a special thanks to those that made donations.

That's all there is to it! We promise you that you will feel so good afterwards. We did. It's such a fun and powerful way to help change and uplift the lives of women and girls.