

## Mercy High School 13th Annual



Sunday, April 30, 2017

### **TABLE HOSTESS TOOL KIT**

The Mercy High School Alumnae Board thanks you for reserving your table at Tea for Tuition. Please take some time to read about your important role at this event. If you have any questions, contact Margaret Haapala Kurpiers '85, Director of Alumnae Relations, at [alumnaeoffice@mhsmi.org](mailto:alumnaeoffice@mhsmi.org) or 248.476.3270.

#### **Your Guest List**

Put together a list of people you'd like to invite. Think of all your circles – Mercy alumnae, Mercy mothers, friends, family, neighbors, clients, colleagues and more.

#### **How to Invite**

Via email, we will send you a Tea Invitation PDF, which you may forward to your guests as soon as possible. If you have requested printed invitations, please mail them upon receipt. Feel free to use any media to invite your guests. Some Table Hostesses send emails, make phone calls, or even create a Facebook event or an Evite. A combination of these methods is your best route to filling your table! Most people need more than one reminder before they give a firm response, so do not hesitate to reach out multiple times.

#### **What About Payments?**

Guests should reply directly to you and send you a check for \$25 payable to Mercy High School. Remember, you have paid a \$50 deposit; this covers the cost of two seats (yourself and one guest). If a guest would like to pay via credit card, please ask them to call the Alumnae Office at 248-476-3270. There is no online payment option for your guests.

You should send all checks together to Mercy, along with your Final Payment Form, by April 4. Please make every effort to meet the April 4 deadline. (Due dates are earlier than normal this year due to how Easter break falls on the calendar.) We will then send you a final tea checklist. Late payments may be subject to table cancellation.

### **Do I need to submit the names of my guests?**

Yes, please - we have included space for guest names on the [Final Payment Form](#).

### **Create a virtual campaign!**

Please consider encouraging your out-of-town friends to support you in your efforts to raise money for tuition assistance. This is also a great way to offer a giving opportunity to those local friends who cannot attend the Tea. Anyone can make a gift as an [AbsenTea Donor](#) and all gifts, small or large, make a difference for Mercy students.

### **Guest Reminders**

Please send an event reminder to your guests, including building entrance information (Gymnasium/Auditorium Entrance). Some Table Hostesses use this reminder to virtually introduce guests to one another pre-event. In addition, we encourage you to call your guests two to three days before the Tea. Please tell your guests that the event will feature silent auction and raffle items. Guests may bring address labels or write their name and table number on their raffle tickets. Additionally, all guests will have an opportunity to make a gift to tuition assistance. Mercy spirit wear will be available for purchase. Cash, check, MasterCard, Visa, and Discover are accepted at the Tea.

### **Setting Your Table**

- You may set your table on Sunday, April 30 beginning at 12:00 pm.
- Park near the gymnasium/auditorium entrance.
- Volunteers with carts will help you bring supplies from your car to your table.

### **Mercy Will Provide**

- 72-inch round table, chairs, and a white tablecloth
- TWO hot gourmet teas with milk, lemon, sugar, and sugar substitutes and ONE gourmet iced tea
- One pitcher for iced tea and one pitcher for water
- Ample tea party food and dessert. A variety of meat/meatless options will please all guests.
- A Mercy student will be your table server for the afternoon.

### **We Ask You to Provide**

- Tea cups for your guests and TWO tea pots for hot tea service
- Small container to serve milk (e.g., china creamer)
- Cups or glasses for iced tea and water
- Plates, silverware, and napkins
- Optional favors
- Table decorations, such as centerpiece, flowers or colorful linens. You can make your decorations as simple or as elaborate as you would like, using paper products or your finest china.

## Suggested Timeline

Upon reserving your table	Send Tea Invitations to your guests. Don't forget to reach out across the miles! Your out-of-town friend might make the trip in, or you may invite her to consider an AbsenTea donation.
A week or so following	Follow-up on invitations and request RSVPs. <i>A little perseverance makes a difference!</i>
April 4th	Final Payment Form due, with full balance and guest names.
Week of April 24th	Send guest reminders.
April 30th	Arrive at 12:00/12:30 pm to set your table. Enjoy the tea party!

## FAQs

### **Q: How many guests can be seated at my table?**

A: Tables seat 10 comfortably. We encourage you to fill all 10 seats at your table; remember to include yourself in your count. The more guests at your table, the more good you can do for Mercy students.

### **Q: How do my guests pay for the luncheon?**

You collect payment for all your guests. Remember that your \$50 deposit covers two seats at your table. Please instruct your guests to send checks directly to you. You will then forward the checks to Mercy along with your final payment form. Guests should make checks payable to Mercy High School. If a guest would like to pay via credit card, please ask them to call the Alumnae Office at 248-476-3270. There is no online payment option for your guests.

### **Q: Can I pay for my whole table?**

A: Yes, some hostesses pay for their whole table (\$250) up front.

### **Q: Is there a theme for the Tea?**

A: If you've attended our event in the past, you know that each hostess puts her own special flair on her table. There is no overarching theme, so let your creativity be your guide. You can make your decorations as simple or as elaborate as you would like, using paper products or your finest china.

**We look forward to welcoming you and your guests to the Tea!**