



Mercy High School Alumnae Association 20th Annual

TEA FOR TUITION

SUNDAY, APRIL 28, 2024

Table Hostess Tool Kit

The Mercy High School Alumnae Association thanks you for reserving your table at Tea for Tuition. Please take some time to read about your important role at this event. For questions, contact Nicole Mahjoory in the Special Events Office at nmahjoory@mhsmi.org or 248-893-3531.

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

Be creative in inviting your guests. Some Table Hostesses send emails, make phone calls, or even create a Facebook event or an Evite. Use [guest invite here](#). 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.

Should I submit the names of my guests?

Yes, please send your guests' names to nmahjoory@mhsmi.org by April 15, 2024.

Guest Reminders

Please send an event reminder to your guests, including building entrance information (Gymnasium/Auditorium Entrance). Let your guests know that the event will feature raffle items. 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.

Can't make the Tea? Be an AbsenTEA Donor!

Make your [gift online](#) or send your check to Mercy High School Alumnae Office, 29300 W 11 Mile Rd, Farmington Hills, MI 48336. Make a check payable to "Mercy High School" and note AbsenTEA in the memo line. THANK YOU!



Table Hostess Tool Kit Continued

Your Table

- Tables seat up to 10 comfortably. We encourage you to fill all seats at your table; remember to include yourself in your count. The more guests at your table, the more beneficial for our Mercy girls.
- You may set your table on Sunday, April 28 beginning at 11:00am.
- Please 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; sugar/sugar substitutes
- Mimosas for guests 21+
- Lemons and milk available upon request to server
- One pitcher for water
- Tea party food and dessert; includes meat/vegetarian options
- A Mercy girl to 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 water
- Plates, silverware, and napkins
- Table decorations, such as centerpiece, flowers or colorful linens
- Optional thank you favors for your guests

Hostess Upgrade

If you purchased the table upgrade, Mercy will take care of all decorating and setting your entire table with everything you will need for the event. You won't need to worry about bringing anything!