

# Tillamook County Master Gardener's Association Procedures

## 2.9

### **Subject: GARDENER'S TEA**

**Purpose:** To kick-off the holiday season with a tea hosted by T.C.M.G.A. to benefit the community and promote the O.S.U. Tillamook County Master Gardener program.

---

**History:** The first Holiday tea was held at the Tillamook County Fairgrounds 4H Dorm December 2000 with the theme a "Chocolate" tea. In 2001 the tea was held at the dorm with an "International" theme; 2002 we had a "Valentine's" tea at the First Christian Church and later in the fall at the church a "Harvest" tea was held. This was the only time we held two teas in the same year and it was generally felt that the holiday season was more festive and people were more apt to participate. In 2003 we celebrated the start of the holiday season in November with our most successful, "Gardeners'" tea at the church. Our charge for the teas has been \$5.00 AND \$7 per person and has included a copy of the T.C.M.G.A. recipe book. In 2009 tea admission was increased to \$10. In 2003 we gave fragrant herbal sachets as party favors. The favors were made by members of the Marie Mills program with dried herbs and flowers and material donated by MG's. The food for the event is made by MG's and each portion of the recipe is just a small size. The festive plates and platters are set out on long tables "buffet" style and guests are able to sample the food at any time. A separate table is set for punch and another table is set for coffee and tea. The tea is usually held from 1:00 PM until 3:00 PM

**Task 1** The location for the tea should be booked the year prior, right after the current tea has been held. This is important as locations for events during the holiday season get booked way ahead of time. If necessary, a deposit should be given to secure the date. The location should have a kitchen. If a deposit is required the Treasurer should send a check.

**Task 2** The committee should be formed, with a Chair, at the September meeting.

**Task 3** Volunteers for the tea will be required for the following: Compiling and making the recipe book; collecting raffle prizes; Master of Ceremonies, photographer, publicity; making flyers for circulation; recipe identification signs for the food table; decorations; food table set-up and monitoring; kitchen lead person and crew; tea and coffee servers; punch servers; check-in table money handlers; raffle ticket sellers; hosts and hostesses circulating; table set ups and clean-up crews. For the public safety, all sanitation rules and regulations must be followed in the kitchen and only designated kitchen crew members should handle food. This is a big event and it takes many hands helping.

**Task 4** Notices are sent to the MG membership requesting they submit a tested favorite recipe, appropriate for a high tea. The recipes are then made into a recipe book which is given to each guest when they arrive. The recipe should be enough for 150 portions and be cut into sample serving sizes and arranged on attractive dishes and brought to the location on the morning of the tea. All of this information should be printed in the notice and a deadline given for the recipe to be submitted to the person compiling the book.

**Task 5** Table decorations, and layout plans for the room, etc. need to be made.

# Tillamook County Master Gardener's Association Procedures

- Task 6** Notices to the membership encouraging them to attend need to be put in the “Tillamook Thymes” and the “Tiller.” Publicity of the event to the general public needs to be distributed to radio stations, newspaper, shopping news, P.U.D. magazine (submit by September for this publication) and flyers distributed.
- Task 7** On the morning of the tea the location should be opened for set-up as early as possible. If tea sandwiches are to be served they are prepared the day of the tea, not before. The sandwich fillings can be made before. Food is dropped off and arranged on serving plates, with back-up amounts in the kitchen. In order for recipes to be identified with the recipe book, name signs are placed in front of the item on the serving table. Labeling of back up supplies of food in the kitchen is also required. The kitchen gets very busy during the tea and it would be easy to replace with the wrong recipe. Coffee should be ready to be poured half hour before people arrive. Tea should be ready as people are checking in. The tea usually runs from 1:00 PM until 3:00 PM.
- Task 8** The petty cash box should be funded with change by the treasurer. Only designated cash handlers should manage the cash boxes. Each guest is handed a recipe book upon check-in and a list is kept of those wanting to purchase more. These are sold for an additional cost and are printed after the event. Raffle items are displayed and raffle tickets sold.
- Task 9** The buffet table monitors keep the serving plates full; a coffee and tea runner keeps the coffee and tea supplied for the servers. Kitchen helpers keep the cups and plates replenished. Hosts help guests. The kitchen staff is kept busy with keeping the food supplies and washing dishes.
- Task 10** Sometime during the event the raffle is held and it is an appropriate time to thank the guests for attending. People will gradually start to leave.
- Task 11** When guests leave the cleanup crew and everyone available help dismantle and put away.