



Princess Tea Party Point Person Guidelines

- 1.) Keep the Core Team informed of everything throughout the entire journey...from the planning stages to the actual day of the Princess Tea Party.
- 2.) Make sure all the i's are dotted and t's are crossed.
- 3.) Check on insurance coverage for your tea location. Most locations whether it be a church or a school or a hall are able to take out a rider on their policy for the event.
- 4.) Be committed to attending periodic meetings with the Core Team to give reports on the progress and details of your event. The Core Team will inform you of meeting dates.
- 5.) On the day of the outreach give a detailed list of instructions to all your volunteers so they all know exactly what they are doing. Be prepared and assertive.
- 6.) The goal of your Princess Tea is to show both Mom and daughter that they are very special to God. We want them to know that He loves them like they are the only person on earth. There are several ways to ensure that this is done. Reading a book to a large crowd is not very effective because no one can see the pictures so we suggest you use a VIDEO entitled, **YOU ARE SPECIAL** by MAX LUCADO. It's EXCELLENT and can be downloaded off of YOUTUBE. It gets the message across in a really awesome way and provides a springboard to tell everyone about how much God loves them.
- 7.) During your program it is fun to incorporate lucky draws and give away prizes. To get their names have them fill in a form when they arrive. Tell them it's for a lucky draw so they don't feel their privacy is being invaded. If you are having a Generational Tea you could give a prize to the ones that have the most generations represented.
- 8.) You will definitely want to serve tea and goodies. You can do this simply or extravagantly!
- 9.) Do a craft such as decorating a picture frame or a bracelet. The kids love this! Picture frames can be bought 4 for a dollar at most Dollar Stores. They can decorate them with felt, markers, paint, glitter – use your imagination ☺ Bracelet material can also be purchased at the Dollar Store ☺ The sky is the limit when it comes to crafts ☺ If your room is large you can set up the craft area in a separate place. If it's small then just bring the craft supplies to each table.

10.) Decorate CUPCAKES ☺ Give them each a cupcake and a whole bunch of decorations and let them go wild ☺ A fun idea is to have a prize for the coolest cupcake ☺

11.) Take their picture with a PRINCESS. Have a few adult princesses (ask a few of your youth to do this!) in a PHOTO CORNER where the girls can come and get their pictures taken. Develop them on the spot using a printer or a local photo shop that will do it in an hour. Give the girls their pictures to insert in their picture frame they decorated.

12.) The Princess Tea requires lots of people to make happen! It's a real team effort. It's important to remember to delegate ☺ *You, as the Princess Tea Point Person cannot do it all yourself.* Get yourself a team and separate the tasks that need to be done ahead of time. Make sure you **DO NOT DO EVERYTHING ahead of time** though because you will have a **LOT OF VOLUNTEERS** on ***the actual day*** all wanting something to do. It's ***VERY IMPORTANT*** they have a job! I know this is a hard request because you will want to have everything ready to go...but this is a WE ARE CHRIST DAY...*a day for people to come and be the hands, feet and heart of JESUS...so please make sure they have a job* ☺

Here are the tasks that must be done AHEAD OF TIME ~

SECURE THE VENUE!

ADVERTISE!!! ADVERTISE!!! ADVERTISE!!! - We have a beautiful poster that we will give you that you can hang all over town, in every store and in every school. You can never have enough posters!

HAND OUT FLYERS! PUT IT AN ANNOUNCEMENT ON THE RADIO! GO DOOR TO DOOR!

GET THE CRAFT SUPPLIES READY. MAKE 1 SAMPLE for the volunteers to see.

BAKE THE CUPCAKES. Buy the decorations.

GET SOME PRINCESS OUTFITS for the girls to dress up in if they don't come dressed like a princess already.

RECRUIT some youth to be PRINCESSES for the picture area.

SECURE a PHOTOGRAPHER and Photo shop to print the pictures or have a PRINTER on hand that will print them onsite.

IF you are going to serve sandwiches have all the supplies ready for the volunteers.

Ask all the ladies in your LOCAL CHURCHES to make DESSERTS. Have them bring them to the opening service. Your volunteers will plate them.

Make sure you have a LARGE COFFEE percolator and a TEA percolator.

Purchase the TEA and COFFEE, milk, creamers and sugar.

Purchase punch supplies for the girls.

Purchase paper plates and cups, if you are not using REAL plates and cups.

Purchase all the decorations for the tables and the room. **DO NOT DECORATE. This is for the volunteers to do BUT KNOW WHAT NEEDS TO BE DONE SO THAT YOU CAN TELL THE VOLUNTEERS WHEN THEY ARRIVE 😊**

Have the forms ready for the REGISTRATION TABLE. The form should have a place for their NAME, ADDRESS and PHONE NUMBER (write OPTIONAL beside each of these).

Ask local businesses for PRIZES for the LUCKY DRAWS. WC has a letter you can use.

Have the YOU ARE SPECIAL video all ready to view. Make sure your venue has a big screen and everything is working ahead of time.

Prepare some music to play as the children come. Choose some tunes they know – maybe something from Disney.

If you are going to have a SPA CORNER for the girls where they can get their nails painted, get all your supplies ready.

CHOOSE a MC for your event. This person should be FRIENDLY and OUTGOING and comfortable with a crowd. They will welcome everyone and guide them through the TEA. They will also thank everyone for coming.

MAKE SURE the sound system is working and ready to go!

HERE ARE THE JOBS for the volunteers to do on the day of the Princess Tea ~

- 1.) Setting up the tables and chairs for the event and then taking them down when it's over.
- 2.) Decorate the venue. Have the decorations all ready to go and know how you want it decorated and then tell them what to do 😊
- 3.) Set the tables. Make sure they each have creamers, milk, sugar etc.
- 4.) Assign RUNNER for EVERY table. The RUNNER will get them their tea or coffee and the little girls their punch....bring them the food....and the craft.
- 5.) Assign a HOSTESS for every table. This person will just be there...to talk and to listen, to help with the CRAFT and the CUPCAKE decorating. Make sure she knows how to make the craft 😊
- 6.) Assign GREETERS to be at the doors of the venue to WELCOME everyone as they arrive....the GREETERS should know where the washrooms are. The GREETERS will show them where the REGISTRATION table is so they can sign up for the DOOR PRIZES.

- 7.) Assign LADIES to be at the REGISTRATION TABLE. This is where the Mom's will fill out a form for a DOOR PRIZE and to be notified of future events.
- 8.) Assign LADIES to get the cupcakes and decorations all ready to come to the tables.
- 9.) Assign someone to make the TEA and COFFEE.
- 10.) Assign a team to make the sandwiches, if you are having sandwiches.
- 11.) Assign a team to plate the desserts and set them out.
- 12.) Assign LADIES to get the CRAFT supplies all ready for each table or the CRAFT area if you are not doing it at the tables.
- 13.) If you are having a separate CRAFT AREA – assign a team of ladies to look after this area. Show them the craft so they know what they are doing.
- 14.) If you are going to paint the girls nails – then assign a group of volunteers to set up the SPA CORNER for the girls.
- 15.) Assign a CLEAN UP TEAM in the kitchen.

Often for the PRINCESS TEA there is a number to call to reserve a spot.

However – there have been many PRINCESS TEAS where this was not required.

Do whatever you feel is best for your town.

PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY! PRAY!

Our greatest desire is that our Princess Tea be eternal. We long for every Mom and daughter to walk away knowing that Jesus loves them more than anyone else ever could.

Broken hearts will come to your Princess Tea...we know that they will come face to face with the love of Jesus and that he will draw them into his embrace....

We'll be praying for you and with you....

It's going to be amazing!