

## Mercy High School 19th Annual



**Sunday, April 30, 2023  
2:00pm – 4:30 pm**

### **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. For questions, contact Laura Merritt Everett '98, 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**

Be creative in inviting 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.

#### **Should I submit the names of my guests?**

Yes, please send your guests' names to [alumnaeoffice@mhsmi.org](mailto:alumnaeoffice@mhsmi.org) by April 5th.

#### **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 silent auction and raffle items. Additionally, all guests will have an opportunity to make a gift to tuition assistance. Mercy spirit wear will be available for purchase and/or ordering. 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!

### **Your Table**

- Tables seat 8 comfortably. We encourage you to fill all 8 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 Saturday, April 29th from 11:00 – 2:00 pm or on Sunday, April 30th 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; sugar/sugar substitutes
- Lemons and milk available upon request to server
- One pitcher for water
- Tea party food and dessert- a variety of meat/vegetarian options will please all guests.
- A Mercy girl to be your table server for the afternoon
- Pitcher of orange juice and bottle of sparkling wine for those who purchase Mercy-mosa option (see below)

### **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. If you enjoy a decorating challenge, please be aware that table prizes will be awarded in the categories of Classic Tearoom, Simple Elegance, and Unexpectedly Unique. If you are not “decoratively-inclined,” in all sincerity, please do not fret; a simply-set table is absolutely welcome! Encourage your guests to vote before 3:00 pm; ballots will be on your table.
- Optional thank you favors for your guests

### **Mercy-mosas**

Table hostesses will have the option to purchase Mercy-mosas for the table. This will include one bottle of sparkling wine and a pitcher of orange juice for the table. When choosing this option, please remember to bring drinkware for your guests. If you did not choose this option at registration but would like to add this for your table prior to the event, please contact the Alumnae Office at [alumnaeoffice@mhsmi.org](mailto:alumnaeoffice@mhsmi.org).

### **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. This option will also include Mercy-mosas for you and your guests.