



# Antiquitea

*Vintage High Teas & Events*



## High Tea Event Useful Tips & Instructions

The idea is to have everything out (hot/cold food, savouries/sweets, etc, plus piping hot tea in the pots) and ready to go at once, so that your guests arrive to an amazing spread of food that has the 'wow factor'!

If you can, arrange to place the food onto the plates whilst the guests are not around (ideally whilst they are all having a welcome glass of champagne and waiting for everyone to arrive in another area – this usually takes about half an hour). Use your best judgement on how to manage this. You may need to move the serving stands and dishes into a kitchen area and place all the food on them there – and then bring them out and place them on the tables just before tea is served.

If plating up at the tables, be careful not to drop crumbs on the white tablecloths.. if you do, remove them!

### Food Placement on *Antiquitea* Vintage China

- **3-Tiered Cake Stands** - The general rule of thumb is for savoury items to be placed on the bottom tier, scones and cupcakes on the middle tier and the tiny petit fours, baby cakes and sweet tartlets on the top (and smallest) tier.
- **2-Tiered Cake Stands** – Place cakes and scones on the lowest tier and the tiny petit fours, baby cakes and tartlets on the top plate (other savouries and sandwiches can go on the single vintage china serving plates).
- **Sandwich Plates** – Finger sandwiches are best served on the oblong-shaped or flat vintage china sandwich serving plates.
- **Vintage China Serving (flat) Plates** – These are provided as a 'back-up' and pretty much anything can be placed on these – should you run out of space on the tiered stands and sandwich plates. Place larger food items on the larger plates and smaller items on the small, dainty serving plates.
- **IMPORTANT:** Always put thought into the placement and presentation of the food on the plates.

### **Early Preparation**

- Milk and cream should be kept in the fridge right up until serving.
  - Sandwiches can be plated up early on to save time. One row of finger sandwiches is placed on the oblong plates and two rows can fit on the high tea flat serving plates. Once neatly plated, cover them with cling film and then store them in the fridge or somewhere cool. Remove the cling film just before serving (as they have a tendency to get dry and crispy very quickly)! Another option (if the weather is cool) is to place them on the tables approx. 20 minutes prior to serving and then remove the cling film right at the last minute. Remember: fresh is best!
  - Ensure there is plenty of boiling water available for when the tea is to be made. Urns should be switched on at least 1 x hour prior to afternoon tea being served.
  - Pre-heat your oven(s) to 180°C and heat savoury tartlets and pastries for 8 – 10 minutes prior to plating and serving (NB: they just need to be warmed through, not burnt or re-cooked!)
  - Place leaf tea in teapots as follows:
    - Small:** 2 heaped teaspoons
    - Medium:** 3 heaped teaspoons
    - Large:** 4 heaped teaspoons (this is the teapot size that is used the most).
- (NB: The small teapots are usually provided for the guests who prefer herbal tea or something different to the English Breakfast Leaf Tea, which is what is served to the majority of guests). Each small teapot requires 2 teabags.***
- Place sugar cubes in the vintage china sugar bowls and place on tables near the teapots and milk jugs ('tea stations').
  - Spoon plenty of jam into the vintage china jam serving bowls (these will be found alongside the vintage china cream bowls) – both will have small silver serving spoons next to them. Generally, the smaller bowl is used for jam and the larger one for cream.
  - Spoon plenty of freshly whipped cream into the vintage china cream bowls and place them in the fridge, ready for serving as part of the Last Minute Preparations (see below)
- (NB: Our open sugar bowls look the same as the jam and cream bowls – but you can tell the difference by the silver sugar tongs that will be placed beside them).*
- Scones, cakes and sweet tartlets can be placed on the vintage china tiered stands and serving plates first - as they will stay fresher for longer.

### **Last Minute Preparation**

*(Be prepared for a flurry of activity prior to serving a high tea – and then things get much calmer afterwards!)*

- Place the cold milk in the milk jugs and put them back in position on tables.
- Place the cream bowls in position on the tables – alongside the jam bowls and small silver serving spoons.
- Plate up the heated savouries on the bottom tiers of the cake stands and place back on tables.
- Remove cling film from sandwich serving plates and place back in position on tables.
- Fill each teapot with boiling water and place them back in position on the tables (they need to be near the milk, sugar, sugar tongs and silver tea strainers).

### **During the High Tea**

- The first round of tea will go fairly quickly. The large teapots will serve 6 – 8 cups of tea and then will need refilling with boiling water and placing back on the table.
- Check the silver tea strainers – if they are looking full, empty them out (out of sight from your guests), clean off any excess tea leaves and then place them back on the table.
- Re-fill milk jugs as necessary.
- Top up water glasses with water for guests.
- Offer champagne top-ups to guests.
- Extra food can be served (using tongs) at the tables – place onto empty cake stands to keep the display looking lovely.
- Keep things looking lovely – i.e. any stray champagne glasses, crumbs, dropped napkins, etc should be removed.
- Be aware of the music volume and adjust it if necessary (change CDs when the finish).

### **Conclusion of High Tea**

- Clear tables and areas where there are no guests. Do all that you can before clearing away tables where guests are still lingering (and only do this if you really need to (i.e. if finish time has been reached) – it's nice for guests feel they can stay if they are enjoying themselves.
- Empty tea leaves from tea pots and scrape food from dishes and stack them in the kitchen area or out of the way and *Antiquitea* staff will collect everything and will wash-up, etc back at their premises.
- Report any breakages to *Antiquitea* staff.
- Place *Antiquitea* table linen in one area ready for collection.

The idea of an *Antiquitea* vintage high tea is to transport your guests to an era of Edwardian elegance and luxury. Keep the fantasy going by making the experience a seamless, relaxing and enjoyable event that flows beautifully and is one that your guests will never want to end!