



10th Anniversary Spring Tea Benefit For the Morrill Public Library Sunday, April 15, 2012

Dear Friends,

You are invited to participate in the Library's 10th annual Spring Tea. The Tea is the Library's primary benefit function of the year, and it is always greatly anticipated and enjoyed those who attend. While the artistic and embellished table settings created by volunteer designers are the focus of the event, it is also a fun social gathering with entertaining programs for adults, teens, and children.

The Tea is scheduled for 2 p.m. on April 15th at the Fisher Center in Hiawatha. Photos of past events and tea table designs can be viewed at the Library website: www.hiawathalibrary.org. Click "Programs" and "Special Events" to find the link to the Spring Tea page.

We would like to invite you to design and decorate a Tea Table for the event. As a designer, you would have the opportunity to reserve tickets in advance. See the next page for more information.

Please use the enclosed page to let us know if you would like to participate.
Thank you!

Morrill Public Library
431 Oregon St, Hiawatha, KS 66434
Phone 785-742-3831 FAX 785-742-2054

Table Designer Information

Table designers are asked to provide:

1. An overall design theme with decorations that allow for easy conversation across the table
2. Place settings for 4, 7 or 8, including a plate, cup and saucer (or small mug), water glass, knife, fork, spoon, and napkin
3. Tea pot, sugar bowl, and creamer if they are part of the table theme
4. A small “take home” table favor at each place setting for the attendees seated at your table
5. A written description of your table design for the Tea program booklet.

The Library provides:

- 1) A round table -
 - 8 place setting (6 ft/72” table)
 - 7 place setting (5 ft/60” table) or
 - 4 place setting (4 ft/48” table) - the number of tables this size is limited
- 2) A white table cloth
- 3) A clear plate for each place setting so that food is not served on the plates you have provided
- 4) Tea pot, sugar and creamer and other serving pieces as needed
- 5) Signage to identify the table theme and table designers
- 6) Opportunity for table designers to reserve tickets in advance (tickets go on sale to the public on March 19; reserved tickets can be picked up March 5-18 and must be paid for by March 18)

Dates to remember

February 10 – Information form due to Morrill Public Library

March 5-18 – Designers can pick up reserved tickets / payment due for reserved tickets by March 18

March 19 – Tickets go on sale to the public

March 26 – Detailed table design information due by email to sbryant@hiawathalibrary.org

April 14 – Set up for Tea in the large east room of the Fisher Center

April 15 – Spring Tea (2:00 pm Table Viewing & Silent Auction, 3:00 pm Tea & Entertainment)

Table Designer

_____ **YES**, we plan to participate!

Name of organization/business/individual: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Table size preference

___72" [8 place setting] ___60" [7 place setting] ___48" [4 place setting]

Will you need a white tablecloth? _____

(Note: The largest tablecloth available to us is 90", which provides a 9" drop on the 72" tables.)

Please reserve _____ adult tickets @\$20 each

Please reserve _____ teen tickets @\$15 each

Please reserve _____ children's tickets @\$10

Note: Designers can reserve tickets in advance. These can be picked up and paid for at the Library from March 5 to 18. Ticket sales to the public will begin March 19.
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Note: The event also will include a Silent Auction. Silent Auction items can be dropped off at the Library until April 13, or brought to the Fisher Center on April 14 during Tea set-up.

Please return this form due by February 10.

Thank you!