

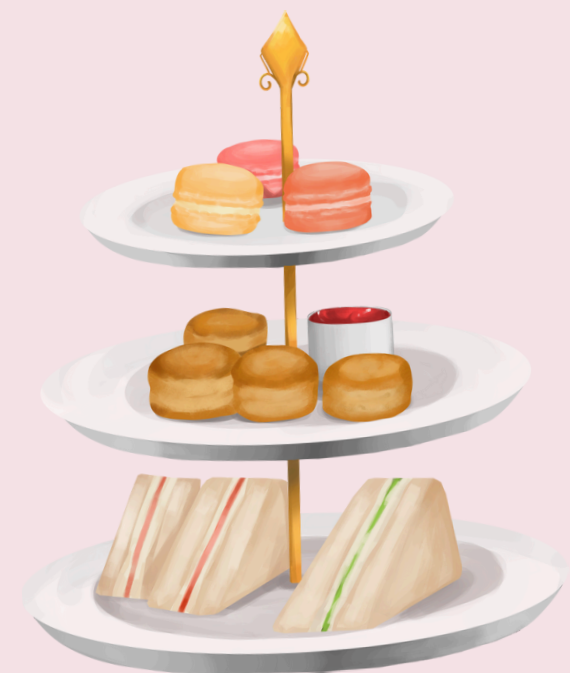
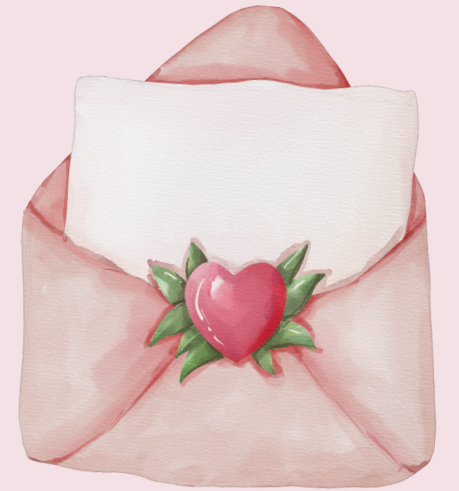
Henderson County Public Library District



**GINGERBREAD
HOUSE
DECORATING
DAYS**



Hosting a Fancy Nancy Tea Party



History

Our Annual Fancy Nancy Tea Party started in 2009. The tea party was held in our meeting room and there were different stations in the main library for guests to visit while they waited for their designated tea time.

- Storytime with a Fancy Nancy book
- Hair and Nails
- Proper Posture Practice
- Glamour Picture
- Tea Party in the Meeting Room

There were around 90 - 100 people at the very first event.





By 2015 we had out grown the meeting room and started to hold the tea party in the main library. The photo booth was moved to the meeting room, but the other stations were eliminated. There was no need to have things for the attendees to keep them busy while they waited for their tea time.



2020 and 2021 were virtual events. We recorded staff having a tea party and patrons were able to watch on Facebook. They shared photos of themselves enjoying their tea at home.

♥ Where we are today

We had out grown the library years before, but after Covid we decided it was time to spread out. The Barn at Fairview Acres offered their space for no charge! Because The Barn is booked nearly every weekend we had to move the tea party to a Tuesday evening. Doors open at 5:30 and guests have the opportunity to decorate a crown, visit the photo booth, and enjoy finger foods before tea starts at 6:30.





A Look at the Schedule

Location

Mid December

- Secure Venue

*if you are holding your event somewhere besides your library

Plan

February

- Call the following
 - Table Hostesses
 - Fair Queens
 - Bakers
 - Photographers
 - DJs
 - Volunteers
- Order/Make Decorations

Advertise

March 1

- flyers to school
- flyers on circulation counter
- Facebook

Prep

As Seats Fill Up

- create seating chart
- print place cards
- Facebook reminders to RSVP/cancel if unable to attend
- fill goody bags
- prep thank you gifts

Decorate

Day before event

- make pinwheels
- decorate venue
- table hostess decorate tables

♥ Theme

Fancy Nancy

We chose Fancy Nancy as our theme
but you can do anything you'd like.



♥ Decorations

Guest tables are the main decorations, but we do a few things to make the space look even better.

- Fancy Nancy books
- silk flower arrangements
- butterflies, flowers, garland





Invitations

Flyers are created on Canva and taken to the elementary school for each child. We also hand out flyers at Storytime and post on Facebook.



*We create a Facebook post then shrink it to fit two per page to hand out

Seating Chart and Place Cards

Seating Chart

- figure out how many seats available at each table
- save one seat for your table hostess
- try to accommodate special requests for certain hostesses or groups together
- print the seating chart for your table hostesses

**we will email you our seating chart by request

Place Cards

- each guest and hostess gets a place card
- created on Word using shipping labels and stuck to folded construction paper

**can also do name tags if you choose

♥ Activities/Goodies

- Photo Booth
 - backdrop frame/curtain from Amazon
 - props - boas/sunglasses/antique hats/beads/etc.
 - donations and purchases over the years
- Crown Decorating
 - foam crowns/tiaras from Oriental Trading
 - self adhesive jewels from Amazon
- Food and Drink
 - Finger Foods before tea begins (new last year)
 - turkey/ham and cheese pinwheels and pretzels
 - Tea Time
 - cookies and mini cupcakes from local bakers in the County
 - pink lemonade/raspberry tea - purchase gallons of water
- Prizes
 - 15-20 prizes for random drawing
 - no prizes this year - Regional Office of Education #33 is providing each child with a Fancy Nancy Book (HCPL purchased chapter books for older children)



♥ Table Hostess

Table hostesses are volunteers from the community that are willing to be in charge of a table.

Hostess Responsibilities:

- Decorating tables
- Table service for the entire table -plates, cups, napkins
- 2 platters/2 pitchers for desserts/drinks
- Serving guests
- Discussing etiquette



♥ Examples of Table Hostess Decorations



Tea Party Schedule Outline

5:00pm Hostesses/Volunteers arrive for photos

5:30pm Doors Open - Crown Decorating, Two Photo Booths, and Finger Foods

6:00pm Announce snacks and water available in the corner

6:20pm Announce tea will begin in 10 mins, please make your way to your seats

As the guests arrive – staff greet them and point them in the direction of the check-in table.

6:30pm Tea Starts – Order of Events:

1. Welcome by Library Director/Main Hostess
2. Introduction of Table Hostesses and Queens
3. Staff member then reads Krista Tucker's Fancy Nancy: My Fanciest Things
4. Queen Talent? (Usually singing or dancing)
5. Promenade – the girls/boys at the tea party will follow the queens around the tables in a big circle giving their best royal wave (great way to get the wiggles out for little kids)
6. We then turn it over to the Table Hostesses to serve the food and discuss etiquette (15-20 mins)
7. Queen Talent? (Usually singing or dancing)
8. Dance Party to “Dancing Queen” by ABBA
9. Main Hostess will announce when it is time for the hostesses to hand out goodie bags to the children at their table
10. Main Hostess will thank hostesses, volunteers, photographers, and staff. Staff will hand out thank you gifts
11. As staff pass out Thank You gifts we talk about the library
12. Remind those that need pictures taken – to please stop and have a picture with your group taken at the photo booths
13. The Queens will move to the front of the barn for photo ops
14. The tea party will end (Lasts about an hour)

STAFF/VOLUNTEER JOB/TIMELINE- DAY OF THE EVENT

4:00pm

Staff arrive at venue

5:00pm

Pictures - staff/volunteers/hostesses

5:15pm - 6:15pm

Finger Foods/Water - 3 people

directly after pictures get plates on tables with 4 or 5 pinwheels and pretzels and glasses filled with water

Greeters - 1 - 2 people

staff at the door directing people to registration table

Registration - 2 people

1 - checking people in/telling them their table number 1 - collecting money (we charge \$5/person)

Filling Pitchers/Platters - 2 fillers/3 or 4 runner

runners will get platters from tables and take to the fillers, fillers will put 1 cookie and 1 cupcake per person on platters,

runners will take platters back to appropriate table and grab the next tables platters

repeat with pitchers - 1 lemonade/1 tea

**purchased cheese cloth napkins to cover cookies and cupcakes to keep little hands off until it is time

Crown Decorating - 1 person

hand out tiaras/crowns to kids as they come to the table, keep decorations organized and trash picked up

Photo Booths - 1 per booth

Keep the line organized and off to one side, keep props organized and picked up after each group

6:45pm - 7:15pm (when etiquette starts)

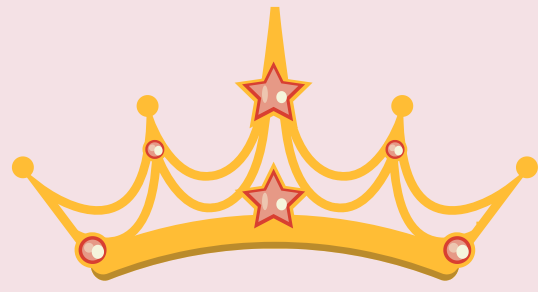
Refill Pitchers Tea/Lemonade - all hand on deck

walk around to tables and take pitchers to be refilled as needed

7:30pm - as tea ends

Staff hand out thank you gifts to hostesses and volunteers

♥ Local Queens



We invite our local and surrounding areas fair queens to join us.

The Queens sit at a table in front, are hosted by the Library Director, and can be the entertainment for your event. You can also have one of the older Queens co-host. The little guests love meeting the Queens and having their picture taken with them.



♥ Crown Decorating

This is a great activity to give the littles something to do while they wait for tea time. They also love to wear their crowns during the tea party. This was new in 2023. The crowns used to go home in the goody bags.



♥ Photo Booth



♥ Promenade and Dance Party

We started these activities a couple years ago to get the littles out of their seats so they did not have to sit still for an hour.



♥ Entertainment

Our Queens usually provide the entertainment. If you do not have a Queen with a special talent you can choose a guest, staff, or community member to perform.



♥ Thank You Gifts & Goodie Bags

Thank You Gifts

- Table Hostesses, Volunteers, and Queens
 - Watkins soap, metal bookmark, HCPL pen
 - Teen Queens that drive get a \$25 Casey's gift card for fuel
- DJ/Photographers
 - \$25 Amazon Gift Card for donating their time
- Venue Owners
 - \$100 gift card to local restaurant

Goodie Bag for Each Child

- Fancy Nancy activity book that we print ourselves
 - could purchase activity books
- Sunglasses, Bookmark, Costume Jewelry, Etc.



**Staff hands out Thank You Gifts as the Director thanks everyone

**Table Hostess hands out goodie bags as Director talks about the library

Gingerbread House Decorating Days



The background is a teal color decorated with white snowflake icons and gingerbread cookies. One cookie in the top left has a face with red hearts for cheeks. Another cookie in the bottom right has a face with red hearts for cheeks and a white icing bow. A third cookie in the bottom right has a face with red hearts for cheeks and white icing dots for eyes.

History

How It Started:



Started in 2000



Used Community Building next door to old location



20 houses built – built same day as decorating



In house decorating only

The background is a teal color with a repeating pattern of gingerbread cookies. Some cookies are shaped like Christmas trees with white dots for ornaments, and others are shaped like snowflakes with white outlines.

Where We Are Now

- Build houses at least 3 weeks before event
- Offer in house decorating and to-go kits
- Build 600 houses (2024 – 644 houses built)



A Look at the Schedule

Candy

- Mid October
- bulk from Amazon
 - Walmart online
 - Aldi

*Graham crackers, powdered sugar, meringue powder needed for building

Build

Build houses 3-4 weeks ahead of event to give time to set

2024 – built on Halloween due to scheduling

Advertise

- November 1
- flyers to elementary & middle school
 - flyers on circulation counter
 - Facebook

To-Go

Bag to-go as orders come in


Pick up available week of Thanksgiving

In House

Thursday, Friday, Saturday

First weekend in December

Offer morning, afternoon, and evening





Getting Started

- Decide how many houses you want to sell
- Figure out what candy and how much per house
 - see candy slide for ideas
- Order/purchase graham crackers
 - Nine graham crackers needed per house
 - 27 graham crackers per box
- Order/purchase powdered sugar
 - 1 – 2 lb bag will build approx. 15 houses
 - 1 – 2 lb bag will decorate approx. 3 houses
- Order/purchase meringue powder
 - 6 TBSP per 1 – 2 lb bag of powdered sugar

**Each house will need a piece of cardboard (8x10) to build on. These can be cut in house or purchased on Amazon.

**If working with a specific budget find costs for all materials needed then decide how many houses to sell

**This will also help you decide how much to sell each house/kit for

2024 Gingerbread House Decorating Days



Thursday, December 5 - 1pm - 6pm
Friday, December 6 - 1pm - 6pm
Saturday, December 7 - 9am - 12pm

Contact the Library @ 309-627-2450
by FRIDAY, NOVEMBER 22
to schedule a decorating time
or order houses to-go



\$7.00 Per House

Henderson County Public Library
110 Hill Crest Drive
Biggsville, IL 61418



CANDYLAND

Candy	Amount/House	Amt Needed	Package Size	Need	Leftover	Order	Ordered From
Coconut	1/4 cup = 4 tbsp	150 cups	14 oz bag 13 - 4 Tbsp	45 Bags	0	45 Bags	Walmart
Ice cream Cone	600	38 boxes	12 sugar cones	50 Boxes	0	50 Boxes	Walmart
Honey Graham Toasters	1/2 C		32 oz Bag	15 Bags	1/4 bag	15 Bags	Walmart
Pretzels sticks	1 handfull	35 - 16 oz bag	16 oz	35 Bags	6	29 Bags	Walmart
Wafer cookies (sugar)	2 Cookies	1200	8 oz pack	43 Pcks	0	43 Pcks	Walmart
Gum Drops/Holiday	10 each	6,000	4 lb bag (480 pieces)	12.5 Bags	0	13 Bags	Amazon
Fruit slices	2 pieces	1,200	5 lb bag (170 pieces)	7 bags	0	13 bags	Amazon
M&Ms	1/4 cup	600 oz	5 lb bag (80 oz)	8 Bags	0	8 Bags	Amazon
Marshmallows Sm	1/3 C	165 cups	4/5lb bags	1 Box	0	1 Box	Amazon
Marshmallows Lg	3	1,800	12/16oz (60 pieces)	2 Boxes	0	2 Boxes	Amazon
Wrapped Candy							
Soft Mints	3 each	1,800	20 lb box	1 Box	quart	1 Box	Amazon
Candy Canes	3 canes	1,800	500 count	3 Boxes	quart	3 Boxes	Amazon
Smarties	1 rolls	600	5 lb bag	3 Bags	quart	3 Bags	Amazon
Lifesavers	3 each	1,800	5 lb bag	3 Bags	quart	3 Bags	Amazon
Pull N Peel Twizzlers	1 package	600	2 lb bag	6 Bags	1 box	5 Bags	Amazon
Tootsie Rolls	10 each	6,000	Midgees - 715 piece bag	8 Bags	1 Bag	7 Bags	Amazon
Kisses	4 each	2,400	6 lb bag (100 per pound)	4 Bags	0	4 Bags	Amazon

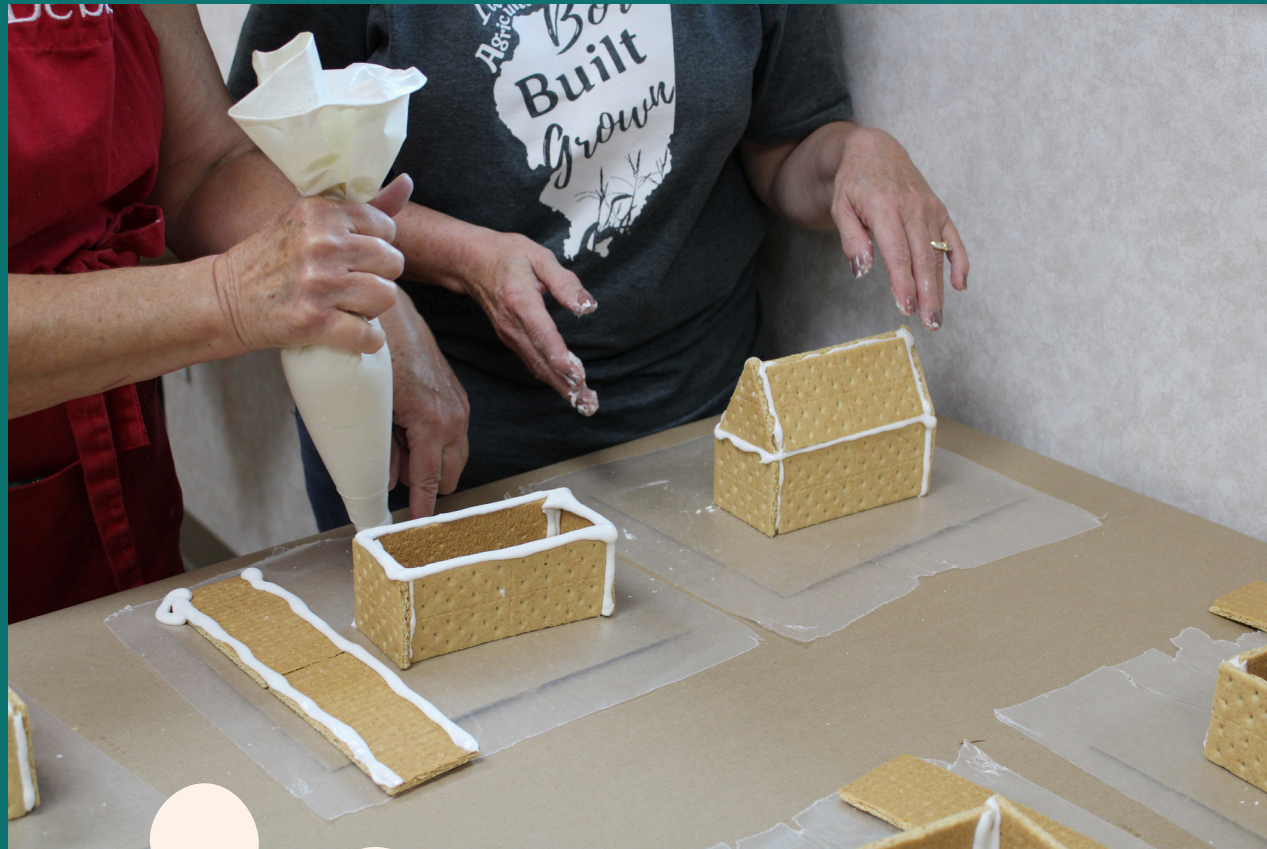
House Supplies

600 Houses	Total Needed	Leftover - 2023	Ordered	Ordered From
Graham Crackers	3600 crackers	45 crackers	92	Fisher's
	27/box			
	134 boxes			
Powdered Sugar	192 - 2 lb bags?	18 bags	168 bags	Aldi
Meringue Powder				
Amazon - Genie's Dream	400 oz		2 - 160oz	Amazon
probably need another 100oz				

*purchased rest of graham crackers from Aldi

*purchased more powdered sugar and meringue powder

Building Houses



Supplies

- Graham Crackers
- Meringue Powder
- Powdered Sugar
- Pastry Bags/Tips
- Wax Paper
- **VOLUNTEERS**

Process

Before Building Day

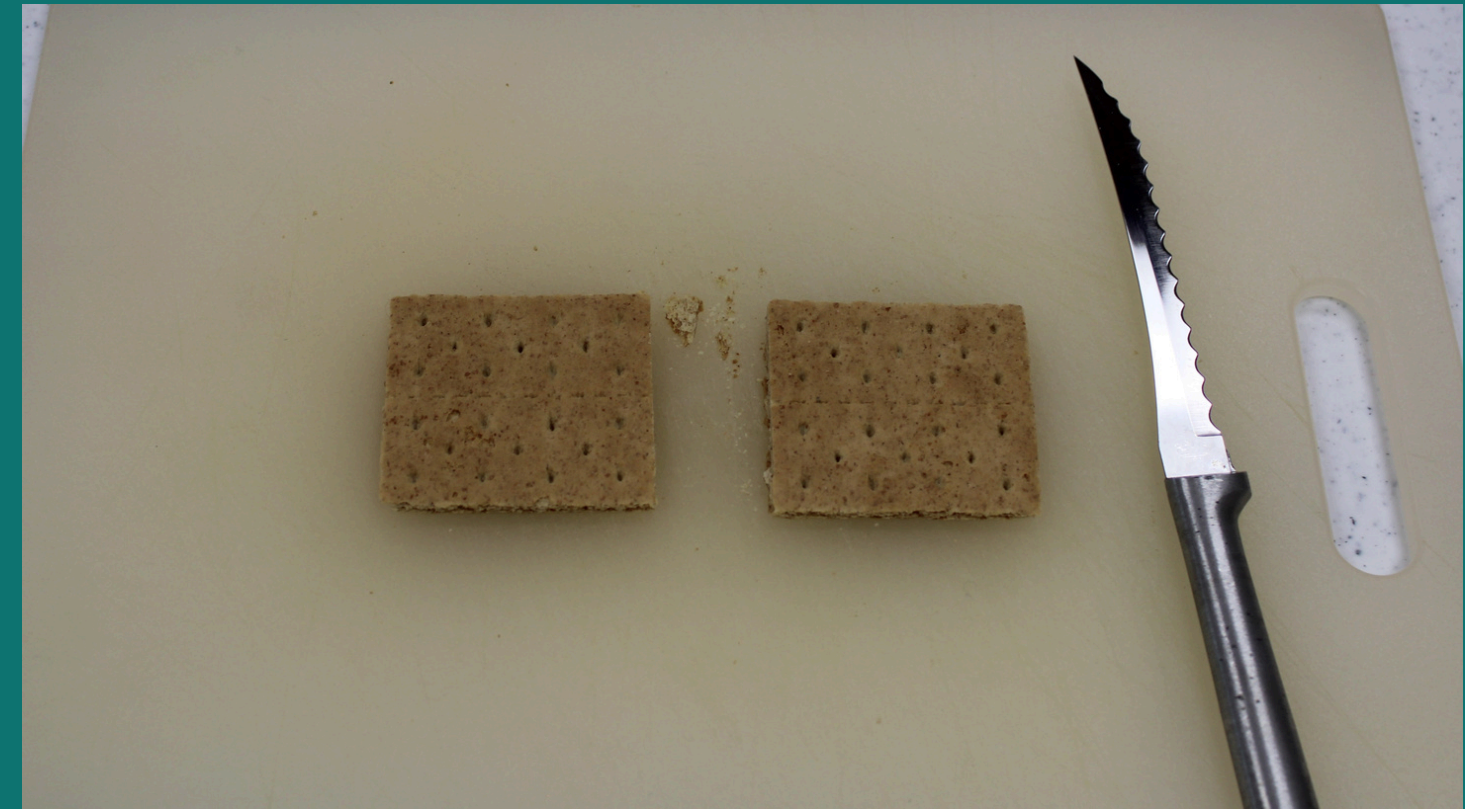
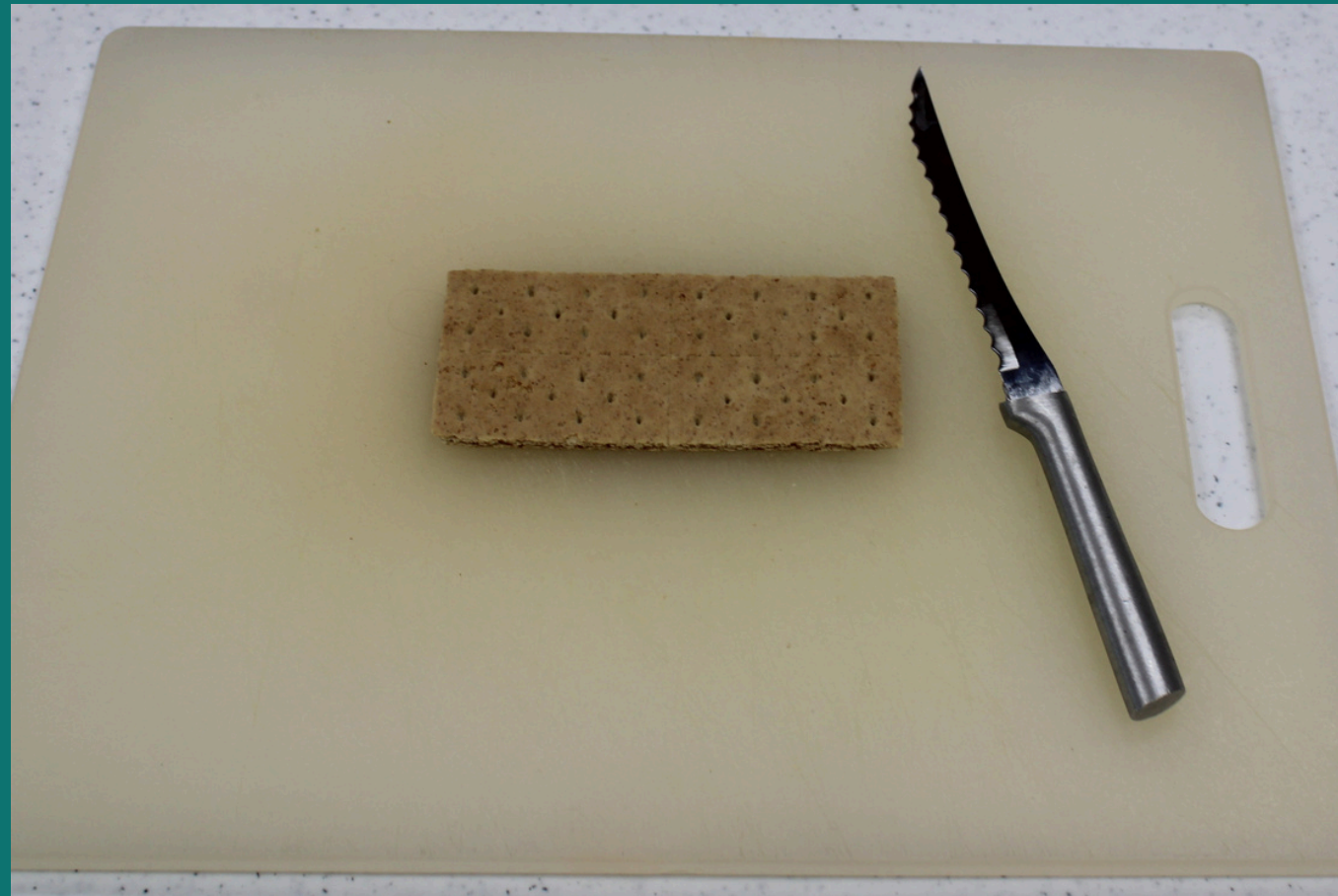
- Pick your date(s) and times
- Contact volunteers
- Purchase supplies
- Cut squares (sides) and triangles (roof)
- Set up space to store built houses

Building Day

- Set up tables for first round bases
- Work in pairs
- One person to make frosting



SQUARES AND TRIANGLES



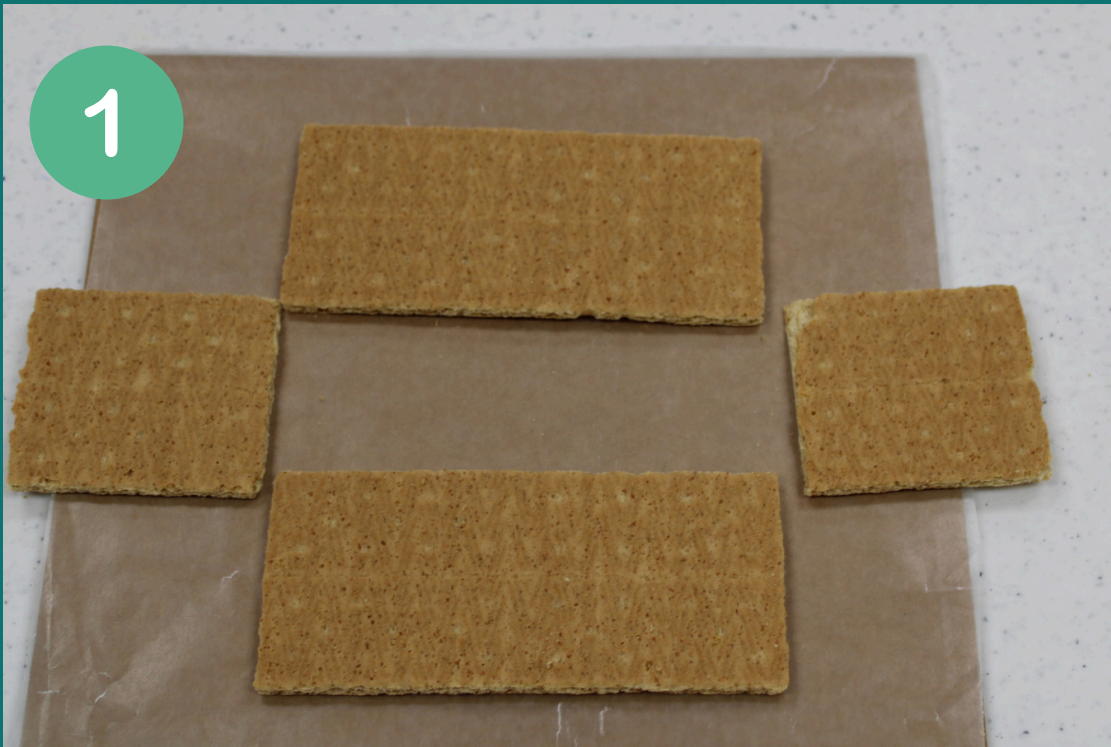
If possible have squares and triangles cut before building day. Our volunteers take boxes of graham crackers home to cut as they have time. Boxes can be cut to place the squares/triangles back in.

*serrated knife works best

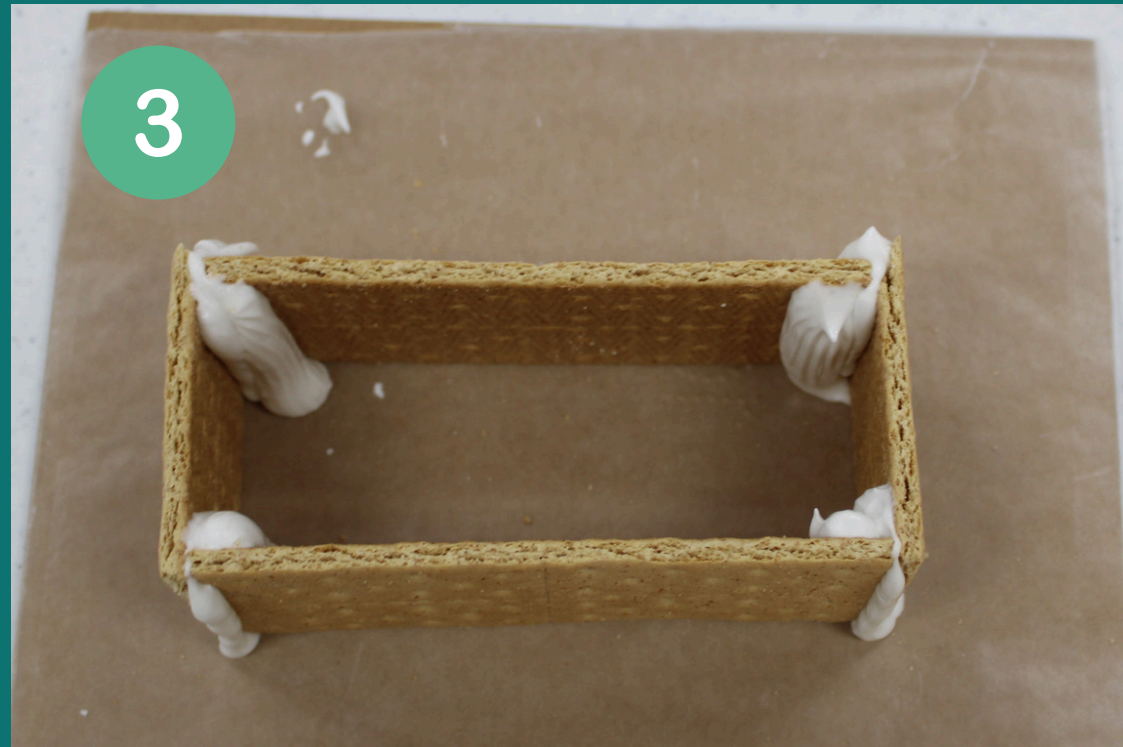


HOUSE BASES

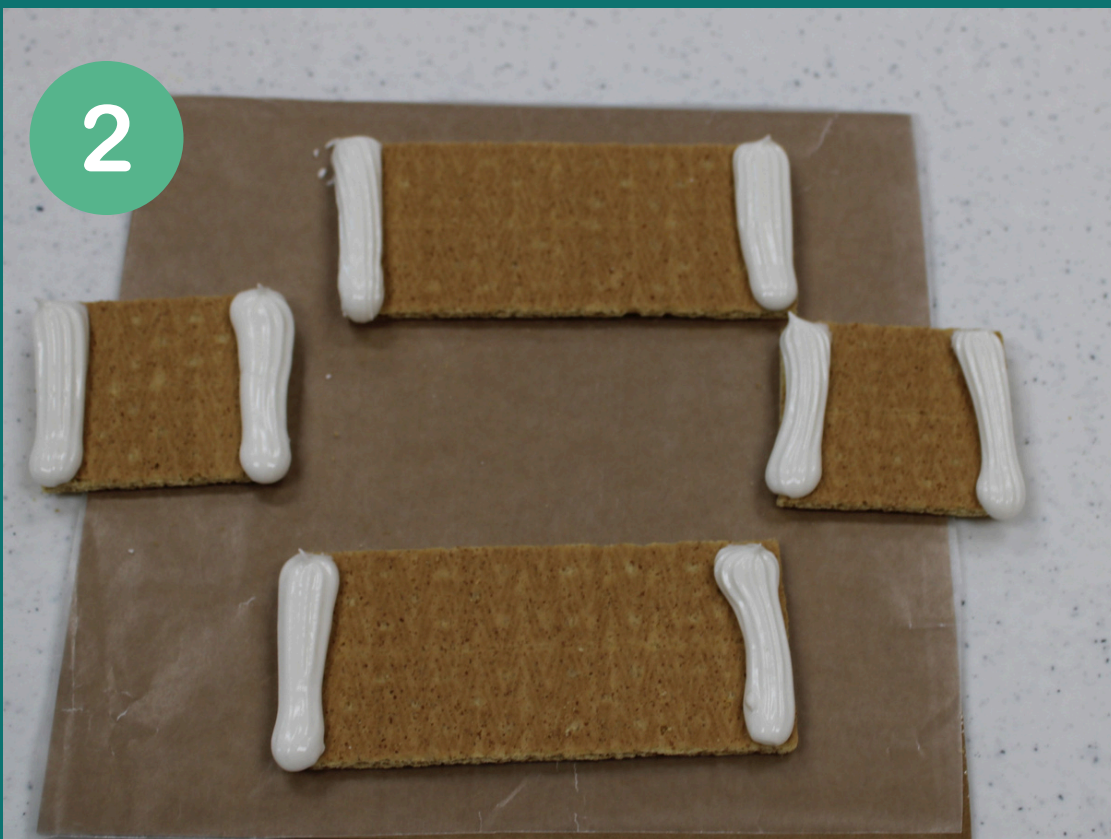
1



3



2



4



1

Set up tables with crackers for bases

- Cover tables for easy clean up
- Build on a square of wax paper – reuse for each round

2

Frost the ends of each cracker

- Use a good amount of frosting so houses stick together

3

Bring the ends up and place on the outside of the full cracker

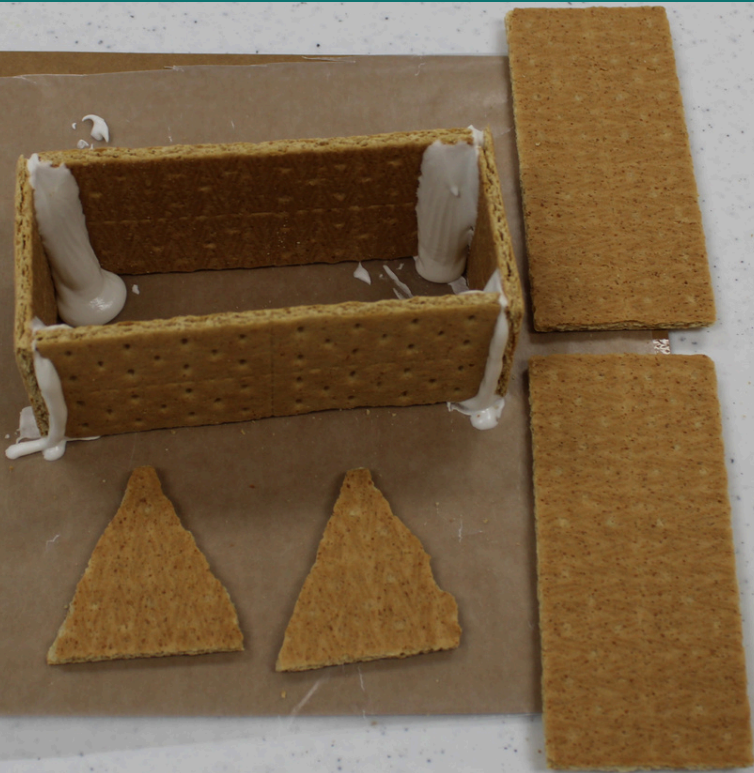
- Make sure the frosting from end touches

4

Let all bases dry while you lay out crackers for roof

HOUSE ROOFS

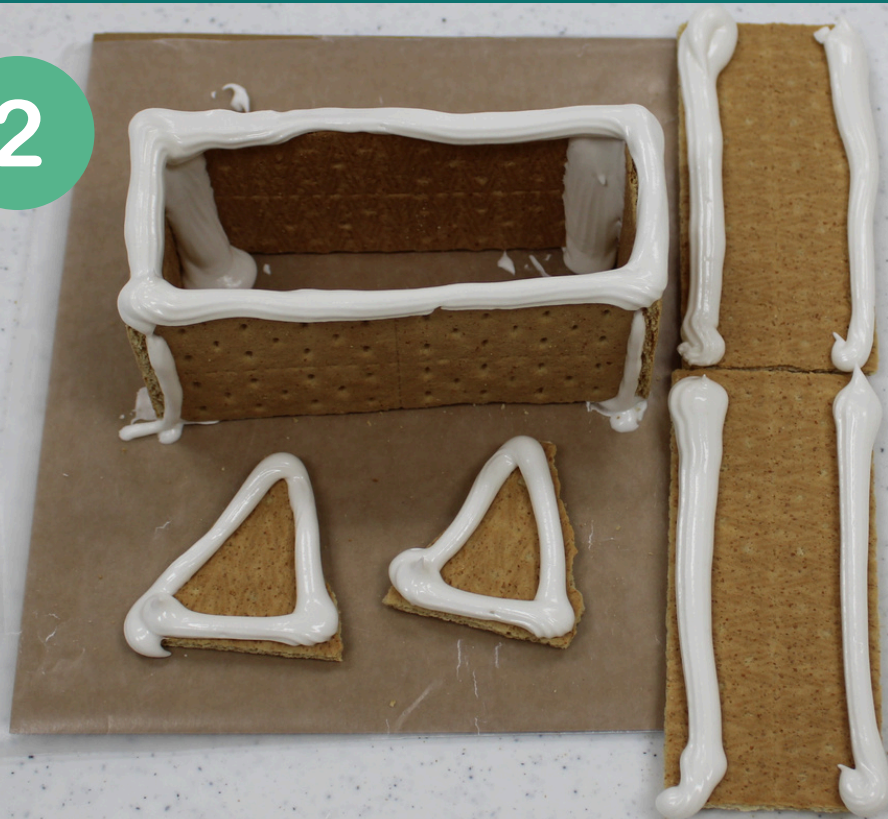
1



3



2



4



1 Set up tables with crackers for roof

2 Frost each cracker

- Long edges of long crackers
- All edges of triangles
- All around the top of the base
- Use a good amount of frosting so houses stick together

3 Build the roof

- Place the big crackers on the edge of the base, connect the tops
- Add the triangle to each side

4 Let everything dry a bit before moving houses

Decorating Days






In House Decorating

- Create a schedule
 - figure out your days/times
 - figure out how many at one time
 - we scheduled every 30 minutes
 - schedule # of houses needed + extra people
- Day of decorating
 - set up tables with supplies
 - each person decorating gets
 - 1 cardboard
 - 1 house
 - 1 bag of frosting
 - 1 knife
 - set up candy
 - have a variety of candy on each table OR
 - have each decorator pick what candy they want to use - this helps eliminate waste

Staff Needed

- 1 person - check people in/take payment
 - 1 or 2 people - candy land
 - reset tables as needed OR
 - hand out candy as decorators go through the line
 - 1 person - frosting
 - keep frosting made and pastry bags filled
 - 2 or 3 people - clean and reset tables
 - throw away all trash and used candy
 - save any wrapped candy
 - wash tables or dispose of table cloth
 - reset table for the next round of decorators
 - 1 person - photographer
 - candid photos during decorating
 - photo booth pictures with groups and their houses
- 





QUESTIONS??

