

GENERAL WINE TASTING EVENT CHECKLIST



Wenatchee
Valley
Enological
Society

- Date of Event _____
- Name & type of Event _____
- The Museum is reserved for the year; you do not need to reserve a room.
- Museum staff are on site by 6:30; if you need more time for setup, check with the Museum to see if you can come in during the day, e.g., to drop off supplies. A half hour is usually plenty of time.) Plan on being cleaned up and out 9 PM. (We pay for 2-1/2 hrs. If we use more time, we have to pay for it.)
- The cost for any wines sampled by the organizing committee is the responsibility of the committee members. If unopened bottles remain after the tasting event, you can:
a) keep them; b) sell them to other members; or c) sell them to the society (the Board prefers a or b)
- To determine the number of attendees to use in the General Tasting Fee Form: 3 bottles serves up to 3; 4 bottles serves up to 48. Typical attendance has been 28 to 34; if you don't want to retain extra bottles, consider limiting attendance to 36. We have a document on the Anatomy of a Tasting Fee and a General Tasting fee form both included in this packet. When purchasing the bottles plan to have on hand one extra bottle to cover for corked bottles or less than accurate pouring.
- Assign someone from the committee to attend the Enological Society Board meeting the month prior to the event to present a budget and price (usually the Thursday following the previous event). The Board must approve the tasting fee. If the event you are putting on is the January Bonus Tasting you may have a budget for food, at the Enological Society Board's discretion, which will not be figured into your tasting fee.
- Tasting Notice information (prior to event) - include the following:
 - * Date
 - * Time
 - * Place
 - * What to bring, i.e., food
 - * Comments on dress if needed
 - * List of wines
 - * A short description of the event
 - * Number of attendees allowed
 - * Due date for reservations
 - * Anything else that might be special to the event

Tasting notice information should be sent to Ric Johnson (ric.john@hotmail.com) before the end of the month prior. He will format for emailing to members.

- Order a Banquet Permit online (lcb.wa.gov; \$10; Do up to the day before the event. We have a Liquor Licenses Fact Sheet included with this packet. The permit is emailed you and you bring to post at the event. If your tasting will include wine sales (must be approved by the Eno Board), then a Special Occasion License is required which can be done online. It has to be done at least 45 days prior to the event and costs \$65.
- Several weeks before the event, contact the Museum (888-6262) and ask for the person in charge of event scheduling to confirm date & give contact info. The week of the event, follow up with your museum contact re: setup & any other needs (We have a default of 6 round tables w 6 chairs, 1 rect table up front, 3 rect tables in back for food).
- The week before the tasting, pick up supplies from storage. Restock any shortages and keep receipts for reimbursement. Locker keys are held by Jim Hofmann (663-1630), Bruce Campbell (663-1020) & Ric Johnson (206-769-8825)
- Prior to the event prepare a sheet with tasting notes for the wines being served and any other materials you wish to provide.
- Set-up room: (Museum staff does this; arrange any changes with your museum contact).
 - * Tables & chairs (Rounds with 6 chairs; tablecloths in supplies) (Arrange rounds in a "Circle" around the head table, so all can be engaged.)
 - * Tables for food (2 or 3 rectangular; tablecloths in supplies)
 - * Head table (1 rectangular)
 - * PA SystemIf during set up additional chairs or tables are necessary, they are available in a storage closet on the north wall of the exhibit room.
- Decorations (NOTE: if held at Museum, lit candles are not allowed):
 - * Food tables
 - * Head table
- Food tables: (While the Society has supplies, you may need to replenish, keep receipts for reimbursement and turn them in to the treasurer)
 - * Table cloths (Society has these: "rectangulars" You'll need 3 or 4 for the Food tables)
 - * Paper plates (Society has these; 9" if you have to buy more)
 - * Flatware (Society has these; also wicker baskets to hold flatware)
 - * Napkins (Society has these)
- Guest tables:
 - * Table cloths (Society has these: "Rounds"; typically, you'll use 6)
 - * Water pitchers (Society has these, 1 per table)
 - * Dump containers (Society has these, 1 per table)
 - * Wine glasses (Society Board members will bring)
 - * Programs with tasting notes, information about the wineries, rating charts, or anything else to enhance the event
- Line up people to pour the wines unless your committee members will do it
- Arrange to take pictures at the event either by someone on your committee or someone else. If possible, digital so can be sent to the web for posting.

- Other Tasting Supplies:
 - * Bottle openers (cork screws) (some in storage tub or bring your own, probably 2)
 - * Bottle pourers (Society has these)
 - * Blind tasting placemats & paper bags (Optional) (Society has these)
 - * Decanters (Optional) (Society has these)

- Event management:
 - * The President conducts bit of business before intro of Event Chair
 - * If your event is the Bonus Tasting, the event starts around 6:30pm with a General meeting for Society business and the election of Board members.
 - * Event Chair conducts short intro to event (can mention speaker, but wait until food to turn meeting over to speaker)
 - * Dismiss people to get food at your discession
 - * Commence event when people return to their seats.
 - * Wrap up event before 8:30, to leave time for cleanup

- After the event, clean/rinse/dry supplies (pourers, tongs, buckets, pitchers) & return supplies to storage and return keys to the person borrowed from.

- Submit a billing for reimbursement of expenses with receipts to the treasurer either at the event or immediately following

- Assign someone from the committee to attend the board meeting following th event to report (usually the Thursday following the event)