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| **GENERAL WINE TASTING** | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **EVENT CHECKLIST** | | | | | |  |  |  |  |  |
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|  |  | 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) | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Prior to purchasing or ordering wine, the chairman should discuss it with the | | | | | | |  |  |
|  |  | treasurer. There are a couple of options. Also, to determine the number of attendees | | | | | | | |  |
|  |  | to use in the General Tasting Fee Form: 4 bottles serves up to 48 (use 40); 5 bottles | | | | | | | |  |
|  |  | serves up to 60 (use 52); 6 bottles serves up to 72 (use 66). Typical attendance has | | | | | | | |  |
|  |  | been 50 to 54; if you don't want to retain extra bottles, consider limiting attendance | | | | | | | |  |
|  |  | to 60. We have a document on the Anatomy of a Tasting Fee and a 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 | | |  |  |  |  |
|  |  |  | \* | Anything else that might be special to the event | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | [Tasting notice information should be sent to Don Julien (donjulien@aol.com)](mailto:donjulien@aol.com) | | | | | | |  |  |
|  |  | before the end of the month prior. He will format for emailing to members. | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | At the same time, send a picture of the wines or other “teaser” for our | | | | | | |  |  |
|  |  | [for our Facebook page to Jan Lutz (lutzgal@gmail.com)](mailto:lutzgal@gmail.com) | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | 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. Print 2 copies: one to post at the event & 1 to give | | | | | | |  |  |
|  |  | museum staff for their files. If your tasting will include wine sales (must be approved | | | | | | | |  |
|  |  | by the Eno Board), then a Special Occasion Liscense is required which is done by the | | | | | | | |  |
|  |  | Board President. 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 8 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) & Don Julien (881-4092) | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | 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 8 chairs; tablecloths in supplies) | | | | |  |  |
|  |  |  |  | (Arrange rounds in a “Circle” around the head table, so all can be engaged.) | | | | | |  |
|  |  |  | \* | Tables for food (2 rectangular; tablecloths in supplies) | | | | |  |  |
|  |  |  | \* | Head table (1 rectangular) | | |  |  |  |  |
|  |  |  | \* | PA System |  |  |  |  |  |  |
|  |  | If during set up additonal 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) | |  |  |  |  |  |
|  |  |  | \* | Table cloths (Society has these: “rectangulars” You'll need 3 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 6:45pm 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 while first wine is poured | | | |  |  |  |
|  |  |  | \* | 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 the | | | | | | |  |  |
|  |  | event to report (usually the Thursday following the event) | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |