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| **WINTER GALA TASTING**  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **EVENT CHECKLIST** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Name or Theme 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 and this event starts at 6:30; because this a special  |  |
|  |  | event you may need more time for setup and decorating, check with the Museum to see |  |
|  |  | if you can come in during the afternoon of the day of the event for up to an hour. Plan  |  |
|  |  | on being cleaned up and out by 9 PM. (We pay for 2-1/2 hrs. If we use more time, we |  |
|  |  | have to pay for it.) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | The cost for any champagnes or sparkling 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 champagne or sparkling wine, the chairman should  |  |
|  |  | discuss it with the society board president. The society board sets a budget for this |  |
|  |  | event. Also, be realistic about the number of bottles & attendees: for this event we  |  |
|  |  | authorize 1 bottle per table of 8 people and typically the number of attendees is no  |  |
|  |  | more than 72. When using 72 as the maximum number of attendees, use 66. We have |  |
|  |  | a document on the Anatomy of a Tasting Fee and a Winter Gala Fee Form included in this  |  |
|  |  | packet. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |   |  |  |  |  |
|   |  | 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.  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | 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) |  |  |
|  |  | before the end of October or the 1st week of November. 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) |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Prior to the event prepare a sheet with tasting notes for the wines being served and any |  |
|  |  | other materials you wish to provide. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | 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. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | 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 up to 9 round tables w 8 chairs, 4 rect tables in lobby for food, 1 rect table for punch,  |  |
|  |  | and 2 rect tables for the raffle items). You will need to let them know you need white |  |
|  |  | linens for all of the tables. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | 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) |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Set-up room: (Museum staff does this; arrange any changes with your museum contact). |  |
|  |  |  | \* | Tables & chairs (9 Rounds with 8 chairs; table linens) |  |  |
|  |  |  | \* | Tables for food (4 rectangular; with table linens) |  |  |  |
|  |  |  | \* | Punch table (1 rectangular with table linen) |  |  |  |
|  |  |  | \* | Raffle tables (2 rectangular with table linens) |  |  |  |
|  |  |  | \* | 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: lit candles are not allowed at Museum): |  |  |  |
|  |  |  | \* | Food tables |  |  |  |  |  |  |
|  |  |  | \* | Head table |  |  |  |  |  |  |
|  |  |  | \* | Guest tables |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Food tables: (While the Society has supplies, you may need to replenish, keep receipts  |  |
|  |  |  |  | for reimbursement) |  |  |  |  |  |
|  |  |  | \* | Table cloths (Request linens from the Museum) |  |  |  |
|  |  |  | \* | Paper plates (Usually use festive plates, check in storage or purchase) |  |
|  |  |  | \* | Flatware (Society has these; also blue plastic trays to hold flatware)  |  |
|  |  |  | \* | Napkins (Usually have festive paper napkins, check in storage or purchase) |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Guest tables: |  |  |  |  |  |  |
|  |  |  | \* | Table cloths (Request linens from the Museum) |  |  |  |
|  |  |  | \* | Water pitchers (Society has these, 1 per table) |  |  |  |
|  |  |  | \* | Dump containers (Society has these, 1 per table) |  |  |  |
|  |  |  | \* | Champagne glasses (request members bring their own) |  |  |
|  |  |  | \* | Programs with tasting notes, information about the wineries, rating  |  |  |
|  |  |  |  |  charts, or anything else to enhance the event |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | People at each table will select someone to to pour the champagne or sparkling wine |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | 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: |  |  |  |  |  |
|  |  |  | \* | Will need punch bowl or 2 and ladles |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | Event management:  |  |  |  |  |  |  |
|  |  |  | \* | From 6:30 to 7:15 social with a champagne pucnch |  |  |  |
|  |  |  | \* | The President conducts bit of business before intro of Event Chair |  |  |
|  |  |  | \* | Event Chair conducts short intro to event |  |  |  |
|  |  |  | \* | Periodically conduct raffle draws during the event |  |  |  |
|  |  |  | \* | Dismiss people to get food while first wine is poured |  |  |  |
|  |  |  | \* | Commence event when people return to their seats. |  |  |  |
|  |  |  | \* | Wrap up event before 9:00, 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) |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |