



## CCAWS Hosting Guidelines

*Use the reverse side of this sheet as a tool to help manage information for your meeting. The goal is for all to enjoy a well-managed, educational and entertaining tasting event.*

### Wine Host Responsibilities

#### Before the Meeting:

- Provide a written list of ALL of the wines, including warm-up, for the board members on the day of the tasting. Copies of the wine list for each attendee is most desirable. Blank scoring sheets will be provided by CCAWS, or make your own using forms from the CCAWS website.
- Get the maximum attendee count from the House Host in order to estimate the cost per person. If a tasting will cost more than \$15.00 for wine, or exceed the six wines (seven with warm up,) as specified in our bylaws, you must notify the Chairperson by the *meeting that precedes yours*, (typ. one month) in order to be announced in the next newsletter. Bylaws are available at the CCAWS website, or contact the Chairperson.
- Prepare copies of presentation materials, handouts, brochures, etc. Collect a list of any useful websites for members and/or for the webmaster to publish on the website or Chairperson to publish in the newsletter after.

#### At the Meeting:

- Arrive early to prepare wines, opening for breathing, decanting, labeling etc.
- Consider only opening the bottles needed by the RSVP counts – unopened wine may be returned for refund. This will affect the cost-per-person, and the Treasurer needs this information.
- Place presentation materials and evaluation sheets at the sign-in table.
- Provide receipts for wines purchased or signed for to the Treasurer no later than the day of the tasting.
- ALL opened bottles of wine will stay with the HOUSE host in accordance with local law. Unopened bottles may be returned for refund (this should be pre-arranged with the retailer).

### House Host Responsibilities

#### Before the Meeting:

- Once committed to hosting, you should determine the maximum number of attendees for your venue. Notify the Wine Host and the Chairperson of this number at the earliest possible date so that announcements can be distributed well in advance.
- Consider parking situations for that number of attendees (restrictions, locations, permits, handicap access, etc.)
- Provide seating (some standees are acceptable), bread and cheese to accommodate the expected number of attendees. Prepare areas for food, desserts and the remaining wines to be sampled after the presentation.
- If you attend the meeting prior to the one you are hosting, please be prepared to take glasses, water carafes and dump buckets home with you.
- House Host will be compensated up to \$2.00 per person for bread and cheese.
- List yourself as the first RSVP attending party, and the number in your party.
- As people RSVP, fill in their **Party Name** and the number of people expected in **Number RSVP'd**.
- If you are acting as Treasurer, prepare a till of at least 20 one-dollar bills for making change. Record this amount in **Comments**.
- Prepare bread, cheese and seating for the number of expected attendees. Distribute buckets, water carafes and bread plates as needed.
- Place the sign-in sheet, name tags, pens and glasses.

#### At the Meeting:

- The wine host should arrive early and prepare the wines and presentation, and have a list of wines, quantities, costs, receipts and retail prices.
- Fill in **Number Arrived** to keep track of the attendees or use a sign-in sheet for the Treasurer
- As attendees arrive, each will typically: Deliver food; hang coats; sign in; get name tag, pen, evaluation sheet and handouts; get a glass and enjoy the starter wine. Encourage members to flow toward a mingling area away from the entrance and the starter wine.
- The Treasurer will consider wine costs and calculate the cost-per-person and collect this amount from each attendee and record the payments, placing the money in the till envelope. The House and Wine Hosts will be reimbursed from the till.
- After the tasting, collect and rinse all glasses, buckets and carafes. If the next host is present, transfer of supplies to them. Otherwise contact the Chairperson to assist with transfer arrangements before the next event.

