



Vintner Dinners

What to consider:

- Who's filling the dinner & driving ticket sales
 - Host
 - Charity
 - Both

Vintner Dinner Hosts' Responsibility:

- Underwrite the expenses and provide the following:
 - Location
 - Any parking directions or support, as needed
 - Chef or caterer
 - Tables, linens & chairs
 - Food
 - Plates, glassware (wine, water, coffee), utensils, napkins
 - Service Staff

Charity Responsibility:

- Appoint a Vintner Dinner Chair to manage the dinners
 - Coordinate with and assist hosts
 - Get wine selections from Vintner Chair and deliver to chef
 - Make sure chef plans menu around the wines, not wine around menus since there isn't flexibility on the wine selections
 - Confirm menu and send details to event director so menu cards with wine pairings can be printed for each location
 - Work with Vintner Chair to arrange delivery of wine to each dinner at least 1 day before the event
 - Coordinate who is speaking at the dinner on behalf of the
 - Appoint a board member to attend the dinner and network. Is this the same person who is speaking on behalf of the charity?
 - Identify Vintner Dinner Captains for day of execution
 - Train and manage Vintner Dinner Captains
 - Makes sure all wine order forms are returned to wine retailer
- Appoint Vintner Dinner Captain who will Attend each dinner to manage details (arrive 1 hour in advance)
 - Brings supply box, which includes:
 - Wine order forms
 - Auction information/bid sheets
 - Program/schedule
 - Mailing list cards
 - Menu
 - Info about charity
 - Auction items
 - Make sure tables and set with wine glasses, wines are set up and ready for service
 - Works with winery reps to train wait staff on pouring and presentation
 - Coordinate speaking by host, chef, wine reps, and charity rep
 - Coordinate auction opportunity
 - Collects order forms, bid sheets and mailing list sign ups and returns them all to Vintner Dinner chair or charity office