



Thank you for hosting a Vintner Dinner. To help your evening go smoothly, we're providing you with the following information.

### **Pre-Event Host Information**

- We suggest renting quality glassware (Reidel knockoffs) with 10 oz plus bowl and thin lip – examples see Target.com Riedel Vivant Red Wine Glasses 12.6 oz. Depending on the number of wines being poured and the number of courses being served, you will need to rent sufficient china, stemware and flatware.
- Dinner hosts typically hire service help to serve the guests as well as clean up at the end of the evening.
- Vintners will likely want to interact with guests, not be stuck behind a table in a corner, so during the cocktail hour, put the vintners in a central area of the house, where guests will naturally want to congregate. Introduce the Vintners and give them a name tag so they are easily identified
- Please let us know if you have any dress code suggestions
- There will be one Vintner Concierge per home, who is a volunteer from the charity
- Vintner Concierge will manage timeline for the evening and facilitate the wine delivery and auction, freeing host up to mingle with guests and donors
- An auction of the special bottling will take place
- Wine order forms are provided
- Concierge or other charity attendee will share charity mission with all the guests
- Have the catering staff provide wine service for dinner
  - Don't open all bottles in advance
- Be sure to have plenty of ice and a couple of large plastic tubs for chilling white wines (estimate one 20-lb bag per case of wine, more if outdoors)
- Wine tasting engages many senses including smell, so winemakers prefer your centerpieces do not include scented flowers or candles which compete with the tasting experience
- Plan to play fun music (example: Pandora's Jamie Cullum station) throughout

### **For the Chef**

- You'll receive a list of the wines that will be poured that evening. Please note that occasionally the vintners make last minute changes without notice

- Please base your menu selections on the wines that are being poured. If you need tasting notes, most wineries have tasting notes on their website, or feel free to ask [rebekah@winewomenandshoes.com](mailto:rebekah@winewomenandshoes.com)
- Please avoid the following things when designing the menu:
  - Sweet & sour e.g. no sugary sweet sauces or sour flavors
  - Asparagus, artichokes, green peppers, hot spicy foods with certain wines
  - Use your expertise when pairing wines with the menu e.g. don't serve white fish in lemon-butter with a big cab. sauv.
  - We recommend serving cheeses instead of dessert. Sugar can make wines taste bitter, while cheeses complement them

### **In-home Vintner Dinner Timeline: standard 6:30-9:30**

- 5:30 Concierge arrives at hosts' home with Host Kit, pouring wine, auction wine. Concierge immediately puts all whites on ice
- 5:45 Concierge, with catering staff, sets up reception pouring wine, glassware, auction display, and charity display  
Also organizes dinner wines
- 6:00 Vintner arrives with their collateral and completes reception wine display/set up, puts any collateral on the dinner tables  
Any instruction to catering staff.
- 6:30 Guests arrive. Vintner evening begins.  
"cocktail hour" and chat (and optional hors d'oeuvres)
- 7:30 Guests are seated
- 7:35 Host welcomes guests
- 7:37 Charity rep speaks – snapshot of charity, thank host, thank and intro vintners
- 7:40 1<sup>st</sup> vintner speaks on winery story and 1<sup>st</sup> wine
- 7:45 2<sup>nd</sup> vintner speaks on winery story and 1<sup>st</sup> wine
- 7:50 Speaking concludes and first course is served
- 8:05 Vintners each talk about the 2<sup>nd</sup> wine – 2 minutes per vintner
- 8:10 Main course is served
- 8:30 Before 3<sup>rd</sup> course (cheese pairing/chocolate), conduct the live auction. Live auction of special bottlings conducted by vintner, host, or charity rep. If using the item as a silent auction lot, try to elicit a high bid & announce that it will close at 9:00. Revisit donor envelopes. Remind them all WW&S event wines avail on order form (p.u. at retail shop) with 10% of sales going to Charity.
- 8:35 Vintners talk about 3<sup>rd</sup> wine – 2 minutes per vintner
- 8:39 Final course is served - cheese pairing/certain chocolates (avoid desserts as sugar can make wines taste bitter, while cheeses complement them)
- 9:00 Dinner concludes. Silent auction of special bottlings closes. Concierge collects bid sheets and ensures winner departs with the bottle. Concierge begins collecting wine order forms.
- 9:30 Event concludes. Last order forms collected. Guests depart.
- 9:35 Concierge collects: event programs, charity info/collateral, wine order forms, bid sheets and places all in host kit. Return entire kit to charity office.
- 9:45 Concierge thanks hosts and departs.

**Host Event Kit**

- List of sponsors/patrons in attendance at your home
- Wine order forms (and pens)
- Bid sheet
- Auction item (magnum or other special bottling)
- Donor envelopes
- Info on charity/collateral
- Event program (about half the # of attendees)