

## Procedures for Wine Sub Chair

Contact Wine Distributors for wines to pour at the wine tasting after a date, time, place and theme for the fundraising event has been established. They will need to know what the monies raised are used for, the 501c3 status of our group and that we do not have a license to sell wines but if they come with their own brands and they are licensed they could sell if the Matlacha Hookers get a donation percentage from sales. Provide the Madam's Thank you letter a printed poster copy or printed info pamphlet about the event then a 501c3 Tax # when picking up the wine. Ask for a delivery date by 2 weeks before the event if possible.

Contacts:

Southern Wine & Spirits - 239-574-3151 in Ft. Myers

Total wine can give a 25% discount on cases of wine to 501c3 groups.

Contact previous year's wine servers to establish a team of 6 servers about 3-4 months before the event then keep them in the pipeline of info about the event frequently. Clothing, duties, etc.

Name one seasoned server as chair to assist with the set up and duties instructions the day of the event.

Make sure to have one other person volunteering as runner for the servers because they need bucket and trash emptied, fresh water in the pitchers and cleanups with accidents. It would be beneficial to have a person who could also step in as a server for bathroom breaks.

Prepare an information sheet about each wine being tasted; tasting notes, pairings with food, where they can be purchased and average prices in the local area.

Print up a handout for the wines being served and the sponsors of the event to give the ticketholders.

After the event take leftover wine to Matlacha Hooker designated to keep wines for the PI Fishing Derby event and give an inventory sheet to the Madam or Secretary to give the to the PIFD chairperson.