



AMERICAN WINE SOCIETY

a non-profit corporation

CCAWS Wine & House Host Helper

Wine Host Responsibilities

- Provide a written list of attendees to the treasurer (use the chart)
- 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. Scoring sheets will be provided by CCAWS.
- 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 Maryland State law.
- If a tasting will cost more than \$13.00 for wine, or exceed the six wines (seven with warm up,) as specified in our bylaws, you must notify the chairperson by the date of the meeting that precedes yours, in order to put a notice in the newsletter. Bylaws are available at the CCAWS website, or contact the chairperson.

House Host Responsibilities

- Provide seating, bread and cheese to accommodate the expected number of attendees.
- If it is convenient, please take glasses, water carafes and dump buckets home with you if you are at the previous tasting. After the tasting, if present, contact the subsequent house host to arrange the transfer of supplies.
- House host will be compensated up to \$2.00 per person for bread and cheese.

Everyone's responsibilities

- Have an entertaining and educational time.
- Leave your negative Karma at home.

Before the tasting:

- If there is an attendance limitation, notify the chairperson at the earliest possible time.
- Fill in your wine list and the cost for each bottle.
- 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**.
- Prepare a till of at least 20 one-dollar bills for making change. Record this amount in **Comments**.
- Keep the till and all collected money in an envelope.
- Prepare bread, cheese and seating for the number of expected attendees.
- Prepare copies of the wine list and presentation materials for attendees.

During the tasting:

- At your tasting, fill in **Number Arrived** to keep track of the attendees.
- As bottles are opened, record the number under **Qty**.

After the tasting:

- At the end of the tasting, record the number of bottles opened.
- Give this list to the treasurer after everyone has arrived and the wines have been opened.
- Calculate the cost per attendee using the worksheet.
- Collect this amount from each attendee and record the payment under **Comments**, placing the money in the till envelope.
- Do not forget to add YOUR fee, collect the amount you put in the till for change, and collect the Cheese Fees for the house host expenses.
- Arrange the changing of the supplies to the next house host, if present. Otherwise contact the chairperson or treasurer

◆ *Promoting appreciation of wine through education* ◆

◆ *Visit our website at www.ccaws.net* ◆

