



General Timeline for a Wine Tasting Event

2 Months Before:

- Start talking to wineries about hosting the event. Give yourself enough time to do this in case you have to explore several different options
- If needed, find a caterer to provide appetizers
- Turn in Event Authorization form for WSUAA staff approval
- Have WSUAA staff sign and return any necessary contracts
- If ordering any special event enhancement materials (i.e. shirts, wine glasses), work with WSUAA staff to get orders finalized
- Meet with other volunteers to start assigning tasks

1 Month Before:

- Work with WSUAA staff to build registration page
- Work with WSUAA staff to create emails, fliers, and other promotional materials
- Request any door prizes, giveaways, membership materials, etc. from WSUAA staff
- Check in with winery to nail down details of event and give them updates on number of attendees

One Week – 3 days Before:

- Give final attendance number confirmation to both winery and caterer
- Verify with other volunteers who will be attending and helping the day of the event

Night of the Event:

- Assemble check-in table with master registration list, nametags, and WSUAA giveaway items and brochures
- Have a sign-up sheet for people who want to get more involved with the local chapter
- Try to mingle and talk with all attendees. Encourage non-members to become members of the Alumni Association
- Take pictures of people at your event