

Women Who Wine of the Flathead HOSTING CHECKLIST



Each month's WWWF hostess and/or co-hostess is responsible for several duties both prior to and on the evening of their meeting. This checklist provides an overview of these duties to ensure that each meeting is successful in furthering the WWWF goal of highlighting our terrific Flathead nonprofits and raising sufficient money at each meeting to provide the selected nonprofits with a grant once a year.

Two weeks out, contact Lucy Smith with information of the nonprofit being presented. Lucy will prepare and submit a press release/media notices. Lucy can be reached at 406-471-4902 or l3s1mt@gmail.com.

Prior to the day of the meeting:

- Confirm a meeting location that is convenient and can accommodate 40-50 people. Reach out to the WWWF Board early if you are having trouble securing a location.

- Confirm volunteers:
 - Volunteer(s) to help with set-up.
 - Volunteer(s) to run check-in.
 - Volunteer(s) to pour wine.
 - Volunteer(s)/Organizer(s) of wine for auction. Often Katy Croft, Darla Harmon, Nancy Cunningham, Pam Carbonari, Debbie Young, and Janet Zauner are open to assist. You are not limited to these suggestions.
 - Volunteer wine auctioneer. Again, the following members are often open to assisting, Darla Harmon, Janice Lake, or Pam Carbonari. You are not limited to these suggestions.
 - Volunteer(s) to help with cleanup.
- Confirm Nonprofit representative who will speak on behalf of the benefiting organization.(10 min.) Inform the Nonprofit board that they are all encouraged and welcome to attend.
- Purchase/arrange hors d'oeuvres.
- Invite all of your friends to attend! This is how our Giving Circle grows.

The day of the meeting:

- Arrive 30 minutes early to the location.
- Review agenda/timeline with Nonprofit representative.
- Set up hors d'oeuvres, non-alcoholic beverages(usually water), decorations, etc.

- Greet WWWF members and guests as they arrive.
- Briefly introduce the evening's nonprofit and speaker.
- Clean up hors d'oeuvres, decorations, etc.

Agenda/Timeline of meeting:

5:30 – Members and guests arrive

6:15 – WWWF representative introduces our group and provides a brief history of WWWF.

6:30 – Have the hostess introduce the nonprofit. The nonprofit presents for 10 minutes

6:45 – Wine Auction – must follow the presentation.

6:55 – Shameless plugs

7:00 – Adjourn

Note: *The next month's hostess should take glasses home, wash and bring to next meeting or make arrangements to secure glasses.*

Thank you for hosting and furthering the mission of Women Who Wine of the Flathead!