



Participant Checklist

*Thank you for participating in this year's
Wine Walk at Spanish Springs!*

Below you'll find checklists of items to gather prior to
March 3rd and tips to prepare you and your staff for the event.

SET UP NECESSITIES

- ☐ Table(s)
- ☐ Table Cloth(s)
- ☐ 10'x10' tent with 25lb weights on each leg
(only if you do not have a storefront on the square)

**if you do not have a tent or weights, reach out to*

Bobby Davenport

- ☐ Coolers with ice to chill wines and/or appetizers

ESSENTIALS

- ☐ CORKSCREW
- ☐ Lighter for Chafing Dishes
- ☐ Ice
- ☐ Garbage Cans
- ☐ Garbage Bags
- ☐ Napkins/Towels
- ☐ Serving Gloves
- ☐ Water

SERVING SUPPLIES

- ☐ Chafing Dishes with Burner Cans
- ☐ Trays, Dishes and/or Food Display Items
- ☐ Serving Utensils
- ☐ Wine Chillers/Ice Buckets to Display

DISPLAY

- ☐ Themed Décor & Props
- ☐ Bistro Lighting, Lanterns, Ambiance Lighting
- ☐ Ice Buckets
- ☐ Donation Bucket to Support Buffalo
Scholarship Foundation
- ☐ Table Signage (Item Names, Ingredients, Potential
Allergens—nuts, soy, etc.—Gluten Free, Vegan, etc.)
- ☐ Promotional Signage or Collateral to Give Walkers
(Coupons, Handouts, Brochures, etc.)

**If you intend to use a generator, please be sure it is a "whisper
quiet generator" or battery pack generator. If you should need a
generator or power from your establishment, please do not run
cables or extension cords across sidewalks. For any questions,
please reach out to Bobby Davenport.*

FRIENDLY EVENT DAY REMINDERS

- Please have your business set up and ready for the event by no later than 5:30pm.
- The wine you selected and ordered will be delivered to your storefront or tent by a team member of The Villages Entertainment by 2pm. Upon delivery, please give the delivery personnel a check for your wine order. Please make checks payable to "The Villages" and have it available at the time of delivery. Should you have any questions or concerns with this delivery please contact: Lisa Gruber, 352-750-5411 ext. 5609.
- Please keep chilled wines on ice or refrigerated. We recommend having 6-12 bottles of wine uncorked and ready to serve beginning at 5:45pm.
- The event runs until 9pm, so we ask that you do not break down your station until the event ends.
- If you rented a tent from Entertainment, a member of their team will be by to collect it after 9pm.
- Please ensure your space is clean and tidy and restored to the same condition as when you arrived.

We hope this is a wonderful event for you, your business and staff!

For more information and helpful tips to make for a great Wine Walk
experience, visit www.TheVillagesCommercialProperty.com/winewalk