



Participant Checklist

Thank you for participating in this year's Wine Walk!

The Villages® Commercial Property Management team is pleased to provide you with the following resources and checklists to better help prepare you and your team for an outstanding event.

EMPLOYEE PREPARATION

- Designate a min. of FOUR (4) employees to serve food and wine at your event area
- Wine servers must be at least 18 or older
- All food safety standards must be adhered to e.g. proper food temperatures, use of serving gloves, tongs, spoons, etc.
- Employees are encouraged to dress in costume according to your theme - have FUN!
- Review proper technique for opening a bottle of wine

SUPPLIES LIST

SET UP *Pop-up Tent or In-Store*

- Table(s)
- Table cloth(s)
- 10'x10' pop-up tent (25 lb. weights on each leg)
- Coolers with ice

GENERATOR *if needed*

- Whisper Quiet or battery powered only
Do not run cables or extension cords across sidewalks

SERVING *Supplies and Essentials*

- Chafing dishes, burner cans & a lighter
- Trays, dishes, serving utensils & gloves
- Individual serving cups for liquids or sauces
- Wine chillers/ice buckets & ice
- Corkscrew *at least two*
- Garbage cans & can liners
- Napkins/towels for clean-up
- Hand sanitizer or wet wipes
- Bottled water

DISPLAY

- Themed décor & props
- Bistro lighting, lanterns, ambiance lighting
- Table signage
- Appetizer names, ingredients, potential allergens; nuts, soy, gluten free, vegan, etc.
- Coupons, handouts, brochures, in-store specials, etc.
- Donation bucket to support Buffalo Scholarship Foundation provided by CPM

QUESTIONS?

Amanda.Merchent@TheVillages.com | 352-750-9455

FAQs

Do I need to check the IDs of Wine Walkers that come to my booth?

No. All IDs were already verified at Check-In when the participant was given their wristband at the start of the event.

What should I do if someone approaches my booth without a wristband?

Please refer the guest to the Check-In area for information or directly to the Wine Garden where they are able to purchase a flight of two 2oz wine tastings for \$5 with the donation benefitting the Buffalo Scholarship Foundation. IDs are checked upon receiving their wristband.

What should I do if a Wine Walker seems intoxicated?

- Wine Walkers are encouraged to drink responsibly, please use your best judgement in serving patrons. If you feel someone has been overserved, you may politely refuse to fill their wine glass and offer them a glass of water.
- Please review the DBPR website GetTips.com/online/alcohol-certification-florida#state-regulatory to brush up on identifying if someone is being overserved.
- While we have not had any issues with overserving, should you need assistance during the event, please contact the CPM representative on-call line at: 352-750-9455

What should I do if I run out of wine?

Keep your pours to the 2oz's per guest throughout the event. Focus on promoting your goods and services should you run out of food and drink.

The Villages®
Commercial Property Management

Event Set-Up Timeline

THURSDAY - PRIOR TO EVENT

10pm

Designated square roads and Wine Walk reserved event parking (*located behind Coggins Home and West Home Buildings east of the square and south of the Trolley parking lot*) are closed off for load-in.

FRIDAY - DAY OF EVENT

12 - 6pm

Holiday Sidewalk Sales!

All Hometown Business Partners are encouraged to display a merchandise rack and/or table on the sidewalk adjacent to your storefront. Please keep your doorway/entrance clear for ease and accessibility into your store.

12 - 2pm

Participating businesses load-in and set-up in their designated display area. *Enter the square at the barricade located at the corner of Old Mill Run and Canal Street catty-corner from Old Mill Playhouse Theater.*

2pm

- Finish load-in.
- Wine orders will start being delivered to your store or pop-up tent, please have an employee available to receive the delivery from the Entertainment team member.
- For outstanding balances please give the delivery person a check for your order. Make all checks payable to The Villages Operating Company.
- **Questions on the wine delivery please contact:**
Lisa Gruber, 352-750-5411 ext. 5609

3:30pm

Entertainment staff on stand-by for guests parking in reserved parking lots.

4pm

Wine Walk Check-In Starts

Under the covered picnic area, northside of the square

Wine Walkers will be given their swag bag with a map showing all of the participating businesses and wine selections. Early arrivals are encouraged to visit the Wine Garden before the Wine Walk commences at 6pm.

4 - 9pm

Wine Garden Hours

Open on the grassy area by lakefront catty-corner from The Grand Hotel Building

5pm

All participating businesses are set-up and ready to go!

Keep chilled wines on ice or refrigerated. We recommend having 6-12 bottles of wine uncorked and ready to serve beginning at 5:45pm.

6 - 9pm

Wine Walk event commences on the square!

Please ensure all Wine Walkers being served are wearing their event wristband indicating they purchased a ticket and their ID has been verified.

9 - 11pm

- Take-down, clean-up, and load out.
- The event runs until 9pm, please ensure your area is set-up until 9pm.
- Double check that your area is clean and restored to the same condition it was on arrival.
- Remove and properly dispose of all trash from your area.

Thank you for participating in Wine Walk at Lake Sumter Landing!