

Twist club Lunch Procedures

Committee to choose a restaurant and winemaker in conjunction with the food and wine master's recommendations. In the case of a new restaurant and wine, the committee may want the food master to provide information about the restaurant and the wine master to do the same for wine.

Contact the chosen restaurant to see if they want to host a Twist Club lunch and if they are available on the required date.

Explain the Twist Club concept, noting that it is a **"winemaker's lunch"**, not a BYO function. **(This is important)** This means we will require an area that meets the need for short speeches and wine commentary which will not disturb their other lunchtime guests. Advise the restaurant the name/label of the winemaker.

Also obtain the wine and restaurant logos, food and wine menus can be shared with the restaurant to make table menus and invitations in conjunction with the webmaster who will include the information into invitations to lunch.

Give the restaurant an indication of numbers and telling them that we will confirm numbers a couple of days prior to the lunch. Explain that we will pay for **"attendance not indicative numbers"**.

Ask the restaurant to prepare a three course menu, matched to our wine choices with a choice of two mains and an all-up price that includes meal cost, coffee, and wine service cost. The food master in negotiations with the restaurant to request one or two complimentary places to cover winemaker lunch costs.

Anything in excess of the lunch price will be on a cash bar basis. **(Pre-lunch beers, sparkling mineral water at lunch and anything before and after lunch is member's responsibility.)**

Identify if there is a requirement to be out of a restaurant by a certain time because of evening functions and advise the president of that time.

Wine master to Liaise with the winemaker or the wine host to negotiate a magnum for an auction item and a price per person or bottle consumption

price for the lunch and to ensure the wines are delivered to the restaurant on the Thursday for chilling and settling.

Prepare a running sheet to give to the restaurant and secretary/treasurer prior to the lunch.

Keep in contact with the secretary /treasurer to get an update on numbers of paid and not paid. **RSVPs and payments should close off on Tuesday midday prior to Friday's lunch**, so we should be able to tell the restaurant final numbers on Thursday. If there is a significant difference from the first number, keep the restaurant informed earlier. Don't be afraid of confirming less if they are difficult to deal with. No restaurant is going to refuse one or two extras on the day.

Formal duties on the day.

President to welcome members and guests. Ask for any apologies from the floor. Request each table introduce their guests to the member's and provide any other information required for the lunch. Call on the **wine master** to introduce the winemaker.

Wine master to introduce the winemaker. Winemaker to provide information on the wines of the day and throughout the lunch.

Food master to introduce the menu and restaurant, Bon appetite.

Wine master to coordinate wine orders with the committees support and run raffle with fines master.

Fines master to action fines for the day, and report to the treasurer with the result.

Wine master responsible for cutting off Wine at conclusion and arranging to collect leftover wines from restaurant and liaising with the wine maker on costs and or return of stock to cellar and update cellar stock list and forward report to the webmaster for inclusion into website cellar page, current.

The president officially closes the lunch, thanks all for their contribution to the day, and members are reminded to remove their badges before going to another public venue.

Treasurer reports to executive on the financials of the lunch the following Week.

***The procedures may change depending on the event.**

Twist club event Policy.

If a member has paid and doesn't cancel say 2 business days before he does not get a credit

If a member says he is coming, doesn't pay, doesn't cancel 2 business days before, he is liable to pay.

President to ensure with committee that the lunch proceeds in an orderly manner, any guest or member not acting appropriately, the Executive has the right to refuse service or ask them to leave the venue.

The committee has the right to cancel a membership after consideration at a committee meeting in relation to the member's situation being considered and formerly voted upon.

The Executive retains the power to consider any extenuating circumstances that may arise.

Peter Dohnt

President, Twist Club of WA 2017.

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