

Running a Hanney Wine Circle Evening

Thank you, for agreeing to give a presentation
entitled: on the evening of:
Coordinator will help you as necessary and may be contacted by
telephone on:
or by email at:

THIS IS **YOUR** EVENING and, within reason, you can run it and organize it how you like. The Committee member indicated above will help you. In order to assist in your preparations, we have prepared these notes based on past experience. It is not necessary to follow previous formats, but these notes provide a starting point. Much of the information is only for guidance. Fresh ideas are always welcome.

If circumstances prevent you from giving your presentation as planned, please try to find a replacement in consultation with the Chairman or the Secretary. This can often be done by swapping evenings with another presenter.

Time and Place

The tasting will take place in The Olde Hanney Room in Hanney War Memorial Hall, East Hanney OX12 0JL (tel: 01235 868482), at 8.00pm on the agreed date. Tasting should end by 10.00pm. Please be at the Hall not later than 7.30. Experience has shown you may need more time than this to get your bottles organised, any food and visual aids set up. Once the Members start to arrive distractions escalate and time disappears.

Please discuss your arrival time and any assistance required with your Coordinator. If you encounter any last-minute problems, please inform your Coordinator.

Wines

Normally eight different wines are tasted, usually four white and four red, but the red/white mix and number of wines are your decisions, in discussion with the Coordinator. The HWC will pay for the wine consumed, but would always accept a promotional contribution.

It is suggested that the nominal price of the wine should average about £12 per bottle, but again the choice is yours. If the average bottle price is likely to be less than £8, or more than £16, please inform the Coordinator at least a month before.

Please bring four bottles of each wine, although potentially only three may be needed. It will depend on numbers attending on the evening, which is usually in the range 30 to 50.

Wine needing cooling should be brought cooled and any needing decanting should be decanted in advance. Corkscrews are available, but you are advised to bring one. Wine bottle covers for blind tastings are available. After your presentation, the hall must be left clear of

rubbish, particularly of empty bottles. Please agree with your Coordinator how to achieve this.

Food

Agree with your Coordinator what nibbles are required, and who is providing them. If you are providing food please ensure that it is portioned appropriately, e.g. cheese cut up, tarts sliced, or bring necessary plates and implements.

Setting Up

Your Coordinator should arrive at the Hall around 7.15pm and will help to lay out the room as you wish.

A ceiling-mounted digital projector with VGA connector cable, screen, mains extension lead and table are available. If you require any other adaptors or equipment you should provide them.

Any Powerpoint presentation should ideally be based on a template that your Coordinator can provide or if you are online you can [CLICK HERE](#).

The Tasting

Members bring HWC tasting glasses which are marked with a 50 ml measure. Thus, two bottles can serve up to 28 people, three bottles up to 42. Above 42, a fourth bottle will be needed. The Coordinator will be able to advise on the likely number of attendees.

Members of the Wine Circle will volunteer to be pourers on your behalf, or you may nominate helpers.

Members like a list of the wines being tasted, and their prices. Please supply an appropriate number of copies, and any literature or promotional information that you like.

Please bring any presentational aids that might help, such as maps of the wine regions.

Reimbursement of Costs

The cost of the wine consumed and the nibbles provided will be reimbursed to you by the HWC on the evening (cash or cheque) or by bank transfer. **The Treasurer needs a bill or written account in advance, or at the start of the meeting.** If you do not wish to retain any unused bottles, they may be offered for purchase by Members. If you require, the Wine Circle may pay in advance for up to three bottles of each of the wines to be tasted, but such an arrangement must be agreed with the Treasurer before any purchase is made.