

# VINELY HOST CHECKLIST

Congratulations, you've signed up to host a Vinely Taste Party!  
Follow these simple steps to be prepared.



## FIRST STEPS

### Get the Party Started

☐ Speak with your Vinely Pro to schedule your party. You'll receive an e-mail when your party has been scheduled on Vinely.com

1. Log in to [www.Vinely.com](http://www.Vinely.com) and go to your party page
2. Confirm your party's date and time. Contact your Pro if you need to make any changes.

### Invite Some Friends!

☐ Invite guests through Vinely.com so they can complete the pre-party Vinely Taste Survey (if you prefer, your Pro can send the invitations for you – just ask!)

**Tip:** A Taste Party should have 8-12 guests per tasting kit. Invite more guests than you plan on having— odds are not everyone will be able to make it.

To send invitations yourself, follow these steps:

1. Log into Vinely.com and click on 'Invite Guests'
2. Enter your first guest's name and e-mail address
3. Add more guests by clicking 'Invite Tasters' and repeat until your guest list is complete

**Note:** You will see a notification that your number of attendees is 'Too Low' until you've invited 8 or more people, and if you have more than 12 attendees, you will see a notification to consider ordering an additional tasting kit

4. Select guests on the list by clicking the box to the left of their names, then click 'Send Invite' to send invites via email
5. If you want to remind friends who have not replied, you can do so by selecting only their names and clicking 'Send Invite'

### Order Your Tasting Wines! How?

☐ Order your tasting kit. If you have more than one party, make sure you select the right one!

1. Select your price level and quantity. We suggest ordering 2 kits if you expect more than 12 guests, shipping is free on the second kit.
2. Proceed to check out
3. Enter your shipping information.

**Important:** Someone 21 years of age or older must be present to sign for the delivery. Make sure you ship to an address where you or someone of age will be able to sign. Business addresses work well!

4. Enter your payment information
5. Review and confirm your order

If you have any other questions, contact your Vinely Pro, or email [care@vinely.com](mailto:care@vinely.com).

# LEADING UP TO THE PARTY

## Two Weeks Before the Party:

- ☐ Notify your Vinely Pro when your tasting kit arrives
- ☐ Store the wine in a cool place until the event
- ☐ Alert your pro if you do not have internet access in your home

## One Week Before the Party:

- ☐ Call your pro if you have not received your tasting kit
- ☐ Contact any RSVP slackers and remind them to RSVP
- ☐ Invite more guests if you have fewer than 8 RSVPs
- ☐ Remind confirmed guests to take their pre-party Wine Survey on Vinely.com



## Three Days Before the Party:

- ☐ Purchase appetizers or desserts to serve at the Party

**DON'T SERVE:** Any flavor that lingers like pepper jack cheese, onions heavy garlic or foods high in acid. These foods will impact your guest's ability to correctly distinguish the flavors in each wine and can result in an incorrect wine personality designation.

**DO SERVE:** Hard cheeses like Parmesan or aged Cheddar. Or soft cheeses like Brie, Gouda or Blue Cheese. Make sure you have plenty of plain crackers on hand.

**ADDITIONAL OPTIONS:** Olives, nuts, chocolates, fruit

- ☐ Get your party items ready to go: Dark linens (which won't be ruined if red wine spills occur), Small plates and napkins, A container for guests to pour leftover wine into (a bowl or pitcher works great), Glasses for water, Appetizers and/or desserts
- ☐ Contact your Vinely Pro if you have questions or last-minute guest list changes

## Day of the Party:

- ☐ Place white wine is in the refrigerator at least three hours before the party
- ☐ Set up your space and ensure everyone has room to sit, sip and write
- ☐ Double-check. Did you get everything you need? Water glasses? Small plates and napkins? Is your Internet connection working?

# AFTER THE PARTY

## One Week After the party:

- ☐ Log in to Vinely.com to see how much Vinely Credit you earned from your party!
- ☐ You can cash in Vinely Credits for your favorite wines
- ☐ Know more people who would enjoy the Vinely experience? It may just be time to start planning your next party!