

Wine Tasting - Cullum Hall Company Wine Tasting Procedures

Before:

1. You should plan on being in Cullum Hall NLT 1915 hours to set up your food table. Introduce yourself to the vendor and assist in setting up for the class.
2. It is a good idea to settle your bill with the vendor before the class begins.
3. Check out the set up. Your guests will stand around the outside of the four tables that are set up in a square. The wine vendor will be in the center. On each table, there will be a pitcher you can fill partially with water (from the restroom sink) in case anyone cares to rinse out their glass between wines. The silver bucket is the “spill bucket” for pouring wine samples into when someone doesn’t want to finish their sample. There is also a small basket on each table on which you can place plain crackers to eat between samples. There are pencils on the tables in case anyone wants to jot down any notes on the cards that the wine vendor will distribute.
4. It would be a nice gesture to introduce the vendor to your TAC or TAC NCO prior to the start of the session. When you are ready to begin, have your guests spread out around the tables. Introduce the wine vendor. Tell your guests that he is happy to answer any questions during the tasting. He will cover wine opening, ordering, and then describe each wine you will sample.

During:

1. Enjoy your tasting! Your guests should pour *small* samples so there is wine left over to enjoy with your food at the end of the session. Please make sure your guests are courteous to the vendor during his presentation. There is plenty of time afterwards for talking.
2. There are a couple of extra bottles – courtesy of the Cadet Hostess Office – for you all to enjoy with your food at the end of the session. The wine vendor will take off after his presentation – please give him a round of applause and thank him. Some companies give him a small token of appreciation for his time. You should not feel obligated to do this but you may if you would like.

After – the Clean Up

1. Dump remaining wine from glasses and place wine glasses in the box - **right side up**
2. **Rinse** out the pitchers and silver buckets in the restrooms.
 - Please dry silver bowls so they do not rust.
 - Place these items on the center plastic table.

3. Gather pencils and baskets place them on the center table.

4. Recyclable

- Place Wine bottles in the **brown** recycle bin located on the back veranda.
- Card board boxes (that the wine comes in) should be broken down and placed in the **blue** recycle bins located next to the West Point Club dumpster.

5. Trash

- Gather - **ALL trash** and dispose of it in the West Point Club dumpster, ---down the stairs on the south side of the building.

6. Shake out tablecloths outside and place them back on the tables.

7. **Clean all food and spills off the floor.**

- Broom, dust pan, mop and pail are provided.

8. **Turn off all lights** by flipping the switches in the ladies room fuse box by the stalls. Turn off the hall chandeliers using the wall switches in the hallway.

9. Take all of your belongings with you and go outside the side glass doors, put the chain through the handles and lock the padlock.

We hope you had an enjoyable evening!

Kathy Keirse
Office 845-938-3104

Cynthia Hunter
Office 845-938-4681

Bin 94 Wines – Chris Fryer
845-220-7170
845-496-2177

Mixology - Cullum Hall Company Mixology Procedures

Before:

5. You should plan on being in Cullum Hall NLT 1915 hours to set up your food table. Introduce yourself to the vendor and assist in setting up for the class.
6. It is a good idea to settle your bill with the vendor before the class begins.
7. Check out the set up. Your guests will stand around the outside of the four tables that are set up in a square. The vendor will be in the center. On each table, there will be a pitcher you can fill partially with water (from the restroom sink) in case anyone cares to rinse out their glass between drinks. The large silver bucket is for ice and the small silver bucket is the “spill bucket” for pouring out drinks when someone doesn’t want to finish their drink.
8. It would be a nice gesture to introduce the vendor to your TAC or TAC NCO prior to the start of the session. When you are ready to begin, have your guests spread out around the tables. Introduce the vendor. Tell your guests that he is happy to answer any questions during the class. He will cover, items included in a well-stocked bar, identifying the bar tools and describe each drink you will be making during the session.

During:

3. Enjoy your class! Your guests should mix drinks according to the vendor’s instructions. Please make sure your guests are courteous to the vendor during his presentation. There is plenty of time afterwards for talking.
4. The vendor will take off after his presentation – please give him a round of applause and thank him. Some companies give him a small token of appreciation for his time. You should not feel obligated to do this but you may if you would like.

After – the Clean Up: Checklist

10. Dump out any drinks into the “spill buckets”

11. **Rinse out** all the pitchers, silver buckets and bar ware in the restrooms.

- **Use the green plastic bowls to collect barware items and rinse items** in these green bowls.
- Please dry silver bowls so they do not rust.
- Leave all rinsed barware set out on the plastic table to dry.

12. **Recyclable**

- Place bottles in the **brown** recycle bin located on the back veranda.
- Card board boxes should be broken down and placed in the **blue** recycle bins located next to the West Point Club dumpster.

13. **Trash**

- Gather – **ALL trash** and dispose of in the West Point Club dumpster, down the stairs on the south side of the building.

14. Shake out tablecloths outside and place them back on the tables.

15. **Clean** all food and spills off the floor.

- Broom, dust pan, mop and pail are provided.

16. **Turn off all lights** - flipping the switches in the ladies room fuse box by the stalls.
Turn off the hall chandeliers using the wall switches in the hallway.

17. Take all of your belongings with you and go outside the side glass doors, put the chain through the handles and lock the padlock.

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