**MBHTF**

**After Action Review 2024**

**Wine Garden**

What went well

* Uncorked – donations, delivery, signs on each table thanking Uncorked
* Neptunians, Soroptomists and Sandpipers – fully staffed, great coordinators, great communication before and during the fair.
* Musicians – Dave Leahy and Brian/stacy Pothier were great, well liked by the audience.
* Flowers/plants – Reliable Plants and Deep Roots were great. Delivery was smooth and everything looked great.
* Supplies – plenty of wine openers, cups, tickets, volunteer shirts, etc

What went less well

* Friday access on Valley for delivery – Uncorked needs to be able to drive down Valley before vendors arrive and deliver the wine. Security and police guarding the entrances need to know this. Perhaps a special parking pass for Uncorked and flower vendors?
* Uncorked
  + didn’t provide varietals in time for menu to be printed,
  + communication on delivery restock (Sat night) wasn’t optimal even though it ended up working fine,
  + ran out of Rose and Chardonnay,
  + Roseade isn’t a big seller but Uncorked is friendly with the owners so they want to bring it,
  + a few customers mentioned that the wine quality wasn’t as good this year.
* Upset customers when they couldn’t buy more tickets after 5pm, or get a drink after 5:30
* Payment – mostly fine, a few people really really wanted venmo or applypay

Ideas

* Signs at the wine stations reminding people of last call, last ticket sale
* Having musicians announce last call/last ticket sales
* Mimosa Sunday am? Any issues with health dept? Different permit needed?
* Two musicians a day? This year we had one and they played 4.5 hour sets. Maybe two acts a day and each do 2.5 hours?
* Set deadlines with Uncorked on wine varietals so we can get menus printed, revisit amounts of each type of wine, set clearer timing needs on delivery for Sat if possible
* Revisit idea on some non-alcoholic wine. A couple customers asked for it.
* Revisit schedule of volunteers – had too many in the am,
* Look into Venmo/ApplePay for tickets and tips, tips important as I think that was an issue

**Weekend Script**

Thursday

* Pick up UHaul and make sure it is in place Thursday night
* Supervise some set up, make sure fencing people know that emergency exits have to open outwardly etc.
* Confirm Friday timing for delivery of wine and plants (both Deep Roots and Reliable Plants)

Friday

* Supervise Choura set up. High tops (5-6) along the east section by the tennis courts, 4-5 going between the two “sections of the wine garden and another 5-7 along the east fence by live oak. A few in northwest corner between wine tent and stage. Large round sit down tables in the center of both areas.
* Hang signs
* Meet Uncorked for delivery of wine and store it in Uhaul and Beer truck.
* Meet delivery of Deep Roots and set up plants – a few go to Dietz Stage as well.
* Meet delivery of Reliable Plants and help put the small plants around the beer garden tables

Saturday

* Get plants from beer garden to wine garden (can do some of that the night before too)
* Set up the tables – plants and Uncorked sign on each – set up wine stations and cashier area.
* Make sure beer gets tapped and ready to go by 10:30.
* After closing
  + basic clean up and make sure Uncorked signs are brought in so they don’t get wet overnight.
  + Take inventory on wine and let Uncorked know what is needed for delivery that night (or early Sun am). Be present when additional wine is delivered and take inventory of how much of each varietal is delivered.

Sunday

* Make sure venue is clean, put out the Uncorked signs, make sure wine tents are ready and stocked.
* After closing
  + do a detailed inventory – count (and note) how many cases/bottles are left of each varietal and let Uncorked know they can come pick it up. Coordinate timing and location for the pick up.
  + Basic clean up, gathering of corkscrews, unused wine glasses, tip jars etc.

Monday

* Clean up, clean up, everybody everywhere. Clean up clean up everybody everywhere 😊
* Take down signs and save the ones for next year, store all the incidentals in the bins, get everything to the UHaul for delivery to the storage unit (a few bins, dolly, unused wine glasses, signage, miscellaneous).