

Organizer Checklist

Prior to event

- Determine event date and location
- Register Event with SoS at least 2 weeks prior to the event
- Obtain turn-in cups with lids, tasting spoons, paper towels, tables, palette cleansers, and double raffle tickets
- Prepare turn-in cups by taping top half of tickets to the cup [do not put the tape over the ticket numbers, the numbers should face the cup]
- Print Scrolls
- Secure judges

Day of event

- Bring turn-in cups with lids, tasting spoons, paper towels, tables, palette cleansers, and scrolls to the judging area at the event site

Scribe Checklist

- Check in each competitor, collect entry fees, and distribute turn-in cups
- Prepare judges for tasting
- Monitor the judging area and process
- Scribe the scrolls
- Determine winner of Viva La Fresca, if applicable
- Announce winners and distribute any prizes

After the event

- Return scrolls to SoS