

Kitchen

- How to turn on the lights in the kitchen. Switches near oven, dishwasher and on back splash.
- Two bathrooms on the first floor – between the hall & kitchen & outside on back patio.
- Where are the table leaves stored – refrigerator pantry.
- Refrigerators & freezers, ovens, dishwasher & coffee maker (butler's pantry)
- Store HC house owned stuff on top of washer/dryer if you need to move it.
- Roping off the stairs – private area
- Big outside flood light – switch in little side porch off kitchen

Dining Room

- How to turn on the lights in the dining room. Overhead & sconces (individually)
- How to open the dining room/front porch French doors? Don't do it unless you know how.
- Electrical outlets – one by the door to back porch.
- Where to place bars? Your choice – back porch or front porch
- Which entrance to use – your choice. Depends on weather, theme or what you want.
- Placement of dining room table - in middle of room or up against fireplace.
- Place extra chairs – on back porch.
- Parking attendants if party is early, to direct people to park in lot adjacent to barrel room
- We need to be considerate of the Tasting Room hours. Usually just for ½ hour, have someone with safety vest & signs (in basement storage) direct traffic.

Living Room

- How to turn on the lights in the living room. Overhead & sconces (individually)
- Electrical outlets – one near the corner
- How to turn on the light in the coat closet. Switch at base of bulb.
- Where is the thermostat? Hall between front porch & back porch. Do not put above 70°.
- Where is the electrical panel on the first floor? Coat closet – serves the kitchen
- Where bar could be placed – corner of living room or outside on porch at corner. Your choice.

Basement Storage area & other delights

- How to turn on the lights in the basement. Top of stairs coming down from bathroom, post at bottom, & outside our closet.
- Find 2 ways to get into the basement. From outside and inside through bathroom. Always lock bathroom access to basement when finished with party.
- Returning things from away parties or where do all the wine bottle openers go?
- Leaving plates out on porch – **1 day only** – responsibility of Party Chairmen to clear porch – put in basement or take to another location (your place).
- Ask people from previous party – what did you leave or visit basement to check inventory of supplies. Ask Supplies for help.
 - Plates
 - Wine Glasses
 - Martini Glasses
 - Other Glasses
 - Coffee cups
 - Cleaning supplies
 - Towels & hot pads
 - Tablecloths
 - Pitchers
 - Bar supplies
 - Signage
 - Décor
 - Leftover water & soda
 - Leftover mixers