2016 ACS Annual Conference
Tasting Session Guidelines

Please read these guidelines thoroughly to ensure your session is organized effectively.

Getting Started

- Tasting Session Coordinators/Moderators should procure/use only donated product for tastings (this includes cheese, beverages, and accompaniments). ACS conference sponsors will provide crackers. **Only** if requested in advance, ACS will provide your session with ancillary food products (grapes, bread, etc.). Please be sure to list any ancillary food products on your Tasting Session Preparation Form included in your Tasting Session Coordinator Packet.
- No more than **4** cheeses and **4** beverages/accompaniments can be served at a session, unless previously approved by ACS conference leaders.
- The session room will be set with round tables, 10 seats per table and 22 tables total.
- Number of attendees for a tasting will not exceed 220 people. ACS anticipates that each session will be filled to capacity.
- Please also keep beverage tasting portions in mind. The average wine tasting portion is 1oz-2oz. There are approximately 25 oz in a 750 mL bottle of wine. One bottle of wine will likely serve about 10 people a tasting-size portion. A tasting portion of beer is typically 2 oz. A 12 oz bottle of beer will serve about 5 people a tasting portion.

Deadlines/Documentation

- **DUE APRIL 15 – Tasting Session Preparation Form**
  You will be required to complete this form identifying all kitchen facility and equipment needs, as well as each donated product within the session including the company name and type of product.
- **DUE APRIL 15 – Serving Tray Diagram**
  Each tasting session is required to submit a Serving Tray Diagram to ACS staff prior to the event. This diagram will serve as a guide for the Official Conference Cheesemongers and volunteers in the kitchen. ACS will provide a tasting mat template to serve as a guide (upon request).
- **DUE MAY 31 – Donated/Shipped Product Form**
  This is the form ACS will use to track logistical details to ensure the company's product is received and stored correctly. Tasting coordinators are responsible for giving this form to each company donating product for their session.

  ***** The Donated Product Form is an online form on our website. You may send each company one of the following links:**

  For CHEESE donations:
  http://www.cheesesociety.org/donated-and-shipped-product-form-cheese-product/

  For NON-CHEESE donations:
  http://www.cheesesociety.org/donated-and-shipped-product-form-cheese/

  Please NOTE: If this form is received past the due date, neither ACS nor the conference venue can guarantee requested equipment or proper acceptance of donated products.

On-site Procedures

- The tasting form includes a pre-assigned kitchen prep time, 1.5 hours before the tasting. ACS requires that a representative from the session (presenter or session coordinator) be present at the start of prep time to coordinate the details of the tasting with the Official Conference Cheesemongers. A sample serving tray should be prepared for volunteers to follow. Please note **the room should be completely set 30 minutes prior** to the start of your session.
- Cheeses will be served family style.
  - A block of each cheese to be tasted during the session should be cut for the table, arranged on a tray and placed in the center of the table with knife for slicing.
  - Prepare no more than a 1 oz serving per person to minimize waste. (Approximately 10 oz of each cheese served family style.)
  - A total of 22 platters will be needed (one per table) to accommodate all attendees. ACS will provide the platters.
  - Tables will be set with a bread & butter plate, fork and napkin for each attendee. Water service and a basket of crackers will also be placed at each table.