



**NFCF & Patron Dinner Host Guide
(Revised August 2026)**

Dear Patron Hosts,

Thank you for your commitment to Northwest Florida Children's Foundation (NFCF), formerly Destin Charity Wine Auction Foundation, and our children's charity beneficiaries. Without Patrons such as you, our Auction weekend would be much more difficult to navigate!

We kindly request you review the Patron Dinner Host Guide, even if a seasoned Host, to identify changes from prior years. We have restructured the Guide, in an attempt to make expectations more clear, and highlight some of the differences between hosting at a private venue (e.g., club, home, etc.) or a restaurant. This year, we will be providing each Charity Executive Director seats in the Auction tent. While you are welcome to offer your Patron Dinner Charity representative a seat at your dinner, this is not required. If you do not plan to have the representative sit, we ask that you provide a meal to them during that time. Additionally, we are re-emphasizing the consistency of Patron Guest Gifts – NFCF will select and pre-purchase all Patron Guest Gifts. Patron Dinner Hosts will subsequently pay NFCF for these gifts, and distribute them at Patron Dinners.

This year, we will use new tools to provide updates to Patron attendance rosters and contact information, as well as templates for seating guides, timelines, transportation plans, etc. Each host will be provided a Dropbox link with this information in addition to regular email updates.

If this is your first year hosting, please don't hesitate to reach out to us for help. Whether the NFCF staff, or a mentor Patron Host, we all want your dinner to be a success and your Patron Guests to be inspired to *Bid high, bid often* during the weekend. However we can be of assistance, we are here for you!

Karah Fridley-Young, President
Northwest Florida Children's Foundation



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NFCF & Patron Dinner Host Agreement

Destin Charity Wine Auction

April 23 – 24, 2027

NFCF Commitment- NFCF will be responsible for providing the following for each host:

- Vintner(s) and Celebrity Chef for Patron Dinner & Lodging Accommodations
- Wine for dinner courses for agreed upon number of Patron Dinner guests
- Food expense for Patron Dinner (NFCF pays \$100/head)
- Option for coordination of one server per 10 attendees, and dishwasher (private venue; as needed for restaurant)
- Thank you gift for Vintner and Chef
- Select/order Patron Guest Gifts for all dinner attendees (see Patron Host Financial responsibilities below)
- Promotion of Patron Dinners to help recruit attendees
- Post-event tax receipts for Patron Host expenses (as requested by Patron Host)

Patron Host Commitment- The host will be responsible for providing the following for their dinner:

- Recruit Patron Guests who are paid attendees to attend the Patron Dinner and Live Auction Event
- Pay all Patron host financial responsibilities listed below
- Custom Invitations (optional)
- Plates and Flatware for all attendees for five (5) courses (*Venue dependent*)
- Payment of service staff (home dinner) or gratuity (restaurant dinner)
- Proper Stemware for at least five (5) courses; note that stemware requirements will vary by vintner and venue
NFCF has stemware available complimentary on a reservation basis
- Reception wine if not provided by Vintner
NFCF staff will coordinate with you and facilitate access to relevant wines with preferred pricing, if desired
- **Promote Saturday's Auction as much as possible. Remember, this is how we raise the majority of our money!** (Ex: Printing the Auction schedule on back of the menu, talking it up and letting people know what to expect beforehand, encourage Vintner to promote his auction lot at the dinner: "Bid high, bid often")
- Auction lots for your dinner (optional)
- Provide all relevant receipts to NFCF following event to support tax receipts (if desired)

Patron Host- Financial Responsibilities:

- Pay each server staff, & sous chef (if not with celebrity chef) as well as dishwasher (wash stemware between courses, dishes, general clean up); varies if private venue or restaurant (Average cost = \$200/staff)
- **Transportation for each guest to and from your Patron Dinner** (Average cost= \$100/guest)
- **Transportation for Vintner and Chef throughout their stay-** Includes pick up/drop off from airport, to and from events, and entertainment for the weekend. You may opt to rent a car for their use during weekend instead
- Event rentals (tables, chairs, linens, if applicable) & décor to include: florals, menus, etc.
- Purchase pre-arranged "Welcome Baskets" or "Stock the Condo" packages for your Vintner and Chef
- Purchase pre-arranged "Patron Guest Gifts" determined by NFCF (Average cost= \$20-25 per person)

I understand the expectations of NFCF and myself, as a Patron Dinner host, for the success of the 2027 event to raise funds for the selected charities that serve children in need in our community. My Patron Dinner is expected to hold a maximum of _____ seated attendees, including hosts and celebrities. In addition, I acknowledge that I will have the above out of pocket expenses at my discretion to ensure the highest quality dinner experience for my guests.

Patron Host Signature

Date



Destin Charity Wine Auction Weekend Overview
April 22-24, 2027

The *Destin Charity Wine Auction* weekend is our largest annual event drawing wine aficionados, gourmet chefs and celebrity vintners from around the world to enjoy world-class wines in the picture-perfect setting of the Emerald Coast. Funds raised throughout this weekend benefit 16 local children's charities that make a lasting impact on the lives of children in need in our local area.

Welcome Reception (Thursday, April 22 - 5:00-7:00 PM)

This is a private beach reception on April 22nd, hosted by NCF for our board members and trustees as well as our 2027 celebrity vintners, chefs, and their patron dinner hosts. Each attendee is asked to bring one bottle of their favorite wines to share with other attendees. Invitation to follow.

Silent Auction (Friday, April 23 at 9:00 AM – Sunday, April 25 at 12:00 PM)

Patron Dinners (Friday, April 23 - 6:00 PM)

On April 23rd, some of the Emerald Coast's most exquisite homes and restaurants set the stage for the 2027 Patron Dinners. Each Patron Dinner will feature a nationally recognized chef paired with a world-class celebrity vintner. The dinners provide a unique opportunity to interact with fellow wine enthusiasts while enjoying innovative cuisine and the world's finest wines. Patrons dine in an intimate setting where they will have the opportunity to learn firsthand about the work of one NCF benefiting charity partner.

Reserve Tasting & Live Auction (Saturday, April 24 - 1:00PM)

On April 24th, the Reserve Tasting and Auction will be held at Grand Boulevard. It will feature distinctive wines from internationally acclaimed vintners, poured and paired with fine cuisine created by a selection of the area's top chefs. While wining and dining, attendees will enjoy a silent auction and live music. The day will culminate with a high-energy live auction, which includes rare and distinctive wines, spectacular trips, and other incredible one-of-a-kind items and experiences.

Patron Host Timeline – Checklist

All items apply to any dinner, unless otherwise noted as “Private Venue” or “Restaurant”

(NOTE: more detail follows in “Detailed Descriptions” section, if needed)

December-February

- ☐ Vintner, chef, and benefiting charity pairings finalized; introductions to go out on January 11th.
- ☐ Send Basic Info to NCF: dinner’s maximum capacity, intent to allow charity seating at dinner, etc.
 - PRIVATE VENUE: Send NCF address, directions, gate code(s)
- ☐ Register yourself for your dinner and remind guests to do same
- ☐ Connect with charity representative for your dinner (e.g., their mission moment including audio-visual needs, dinner fundraising desires, volunteer support)
- ☐ Begin planning dinner details with your event planner (*if applicable*) or with Celebrity Chef and/or restaurant directly
- ☐ Secure dinner items: proper stemware, plates, flatware, tables, linens, etc.
 - RESTAURANT: Check for any additional items they may need above their standard stock
- ☐ Secure photographer & send contact info to Mattie Simpson (mattie@nfcf.org)
- ☐ Secure florist
 - RESTAURANT: Check to determine if they have in-house, or preferred vendor
- ☐ Secure transportation company & send contact info to Mattie Simpson (mattie@nfcf.org)
- ☐ Secure Music (*optional*) - Confirm space availability for all dinner activities before booking live music
- ☐ Confirm coordination between Chef/Vintner(s) prior to Wine shipment cut-off date
- ☐ Review draft menu with Chef and provide copy to Mattie Simpson (mattie@nfcf.org)

March

- ☐ Purchase guest gifts from NCF (*required*)
- ☐ Secure champagne and/or dessert wine (*if not provided by Vintner(s)*)
- ☐ PRIVATE VENUE: Secure staff for your dinner: Servers, Dishwasher & Sous Chef
- ☐ RESTAURANT: Confirm with Chef/restaurant staff for your dinner
- ☐ Confirm with Chef/restaurant/event planner table configuration/room layout, preferred way to be provided seating and dietary restriction information for night of dinner
- ☐ Re-connect with Charity representative for your dinner
 - Securing a volunteer from their team to serve as point of contact for Transportation company and Guests on night of Patron Dinner
 - Finalize plans for Patron Dinner auction/fund-raising, if planned
- ☐ Secure Transportation details from Guests –
set realistic RSVP for guests to provide their desire for transportation AND pick-up address.
- ☐ Photographer & other vendors – reconfirm
- ☐ NCF mails Auction materials (books) to all Guests

NORTHWEST FLORIDA
CHILDREN'S
FOUNDATION

Mar 28 – April 3, 2027

- ☐ Submit Live Auction seating assignments for your guests to Mattie Simpson (mattie@nfcf.org)
- ☐ Review Patron Dinner seating plan with Mattie Simpson (mattie@nfcf.org)
- ☐ Make a timeline for your dinner (samples available from NFCF)
- ☐ Communicate with Chef and/or Restaurant any last minute allergies/restrictions
- ☐ PRIVATE VENUE: Confirm Chef food prep needs
- ☐ PRIVATE VENUE: Plates & stemware- reconfirm and count
- ☐ Order Welcome Baskets or “Stock the Condo” packages (from NFCF)
- ☐ NFCF emails Guest Itineraries template
- ☐ Send email to Guests, including basic weekend itinerary and reminder of NFCF mailing including auction book/parking pass
- ☐ Build initial Transportation pick-up and drop-off routings in partnership with Transportation company

April 4 – 10, 2027

- ☐ **All Patron Package sales close on April 12th, if not sold out prior**
- ☐ Vintner & Chef Itineraries – NFCF will send directly via email

April 11 – 17, 2027

- ☐ Print Menus & Place Cards – We recommend waiting until 1 week prior to print
- ☐ Transportation – Finalize any last minute changes and send details to Guests using transportation and Charity volunteer

April 18 – 24, 2026

- ☐ Confirm Welcome Baskets/Stock the Condo package orders & deliver to Celebrity Accommodations
- ☐ Wine – Pick up from NFCF office
 - o RESTAURANT: Deliver wine to restaurant, and discuss plans for chilling white/rose/sparkling
- ☐ Gifts – Pick up Vintner & Chef gifts, as well as Patron Guest gifts from NFCF office
- ☐ *If applicable*, pick up requested Stemware from NFCF storage (coordinate date/time in advance)
- ☐ Transportation: Be prepared for last-minute transportation drop-outs, and adjust plans accordingly

April 23: Day of Event

- ☐ Ensure Celebrity Chef and Vintner(s) have transportation to dinner
- ☐ Instruct volunteers on evening's duties
- ☐ Give staff tips to assigned person (event planner, restaurant manager, etc.) to distribute at evening end
- ☐ PRIVATE VENUE:
 - o Welcome Celebrity Chef/Vintner(s) to your home/venue; show them working area
 - o Instruct Dinner Staff on evening's duties/flow
- ☐ RESTAURANT:
 - o Arrive early, discuss evening flow with Chef/restaurant/Vintner(s), confirm room set-up
 - o Take seating chart, Guest list, transportation plan, blank Place Cards and extra menus
- ☐ *If applicable*, gather Dinner auction and/or donation forms, signed, and ensure Charity representative sends to Karah Fridley-Young by night's end (*contact information in detailed description*)
- ☐ Distribute Patron Guest gifts as guests depart dinner, if not pre-positioned at seats
- ☐ **Get guests excited for Saturday Auction!**

May 2026: Submit Host receipts to NFCF if tax receipt desired



Patron Host Timeline – Detailed Descriptions

September-January: Guest List

Invitations: NFCF has invited all past patrons to return for our 2027 auction, and will have invitations available upon request. We encourage hosts to recruit potential new patrons. If you would like to create a personalized invitation specific for your dinner, please be sure to include NFCF's logo and send it to staff for review. The price of a Patron Package will be \$3,000 per couple. Furthermore, please keep in mind that ticket sales will close on April 13. Please note, NFCF must approve all invitations.

Vintner and Chef Selections: NFCF recruits Vintners and Chefs for Patron Dinners. We make every effort to provide the hosts with their preferred celebrity guests, and it usually is on a first come first serve basis. Sometimes Vintners and Chefs have worked together in the past and may request to work with each other. Hosts will be notified of Chef, Vintner(s) pairings not later than January 8.

January-February: Design Your Dinner

Space and Arrangement: Although you are not required to have one, an event planner can really help facilitate providing all of the arrangements and décor needed for the day of the dinner as well as musicians (*optional*) and photographer.

****NFCF has stemware available complimentary on a reservation basis****

PRIVATE VENUE: Secure the proper stemware, plates, flatware, linens.

RESTAURANT: Coordinate with restaurant to determine if they have sufficient stemware, plates, flatware, linens, prior to making arrangements with NFCF for additional items.

Secure Audiovisual equipment: Determine what audio-visual capability is required to support Charity "mission moment" and Dinner auction (if holding), or speaking by Vintner(s) and/or Chef. Make arrangements with Restaurant or Private Venue to have necessary items available.

Secure Photographer: Send photographer's name and contact information to Mattie Simpson (mattie@nfcf.org). NFCF can recommend local photographers, if needed. Once dinner is complete, please send NFCF a copy of dinner photos.

NOTE: Decide early and discuss with photographer their arrival time on night of Patron dinner, and whether you expect them to eat prior to or after the meal. Some Patron Hosts collaborate with the Chef/restaurant to provide a meal for the photographer, funded by the Patron Host.

NOTE: Photos will be posted within three weeks by NFCF staff to the NFCF Facebook page and are available for all Guests to access.

Secure Florist: Secure florist for the event, and set basic requirements for cost, quantity, timing of delivery.

RESTAURANT: Confirm with restaurant if they have in-house or preferred vendor before making floral arrangements. Additionally, collaborate to ensure non-interference with service/place-settings.

Secure Transportation for guests: It is important that you contract a transportation company as early as possible to transport your guests to and from your patron dinner location. We do not recommend using Uber or Lyft services for your dinner since they depend on drivers who choose their hours, and can therefore be inconsistent and unreliable. Some guests will want to drive themselves, but we strongly encourage the use of the patron dinner transportation to ensure their safety. Once transportation company is secured, please send the company contact information to Mattie Simpson (mattie@nfcf.org).

NOTE: Confirm latest allowable changes to transportation plan without incurring additional host expenses, and use this to establish the deadline for guests to provide transportation details to you.

Secure Music: *If desired*, make sure to book a musician for your dinner this month. Their schedules do fill up quickly so you will want to confirm availability as soon as possible. Be certain the venue (private or restaurant) has the space to accommodate live music as well as pre-dinner reception, before signing contracts for live musician(s).

Secure all staff for your dinner:

PRIVATE VENUE: Secure all servers, dishwashers, sous chefs, etc. needed to assist in your dinner service. Some celebrity chefs may bring their own sous chefs to assist them so we encourage you to connect with your chef to discuss their staffing needs. Please do not hesitate to reach out to NFCF if you need assistance in securing dinner staff.

RESTAURANT: Discuss with celebrity chef and restaurant if they need additional staffing, beyond the normal restaurant staffing. Please do not hesitate to reach out to NFCF if you need assistance in securing dinner staff.

Contact Charity Representative attending your dinner: The Charity representative attending your dinner will still provide a "mission moment" or brief presentation sharing the mission of the organization with guests. Hosts are not required to include an auction or fund-raising during their Patron Dinner. Working in partnership with your Charity representative will help generate more momentum behind dinner auction bidding or fund-raising, should you choose to fundraise. Agree upon any Dinner auction lot offering(s) and determine a designated recorder from the Charity, as well as the preferred timing of the bidding during your dinner. See "Patron Dinner Auction Lot Process" later in this handbook for more details.

NOTE: Discuss with Charity their arrival time on night of Patron dinner, and your expectations for their dining (prior to, during, or after the meal). Some Patron Hosts collaborate with NFCF to include 1-2 seats at the dinner for the Charity. If additional Charity volunteers are present or you do not plan to have the representative sit at the dinner, Patron Hosts should collaborate with the Chef/Restaurant to provide a meal for additional volunteer(s), funded by the Patron Host.

March: Personalize Your Dinner

Purchase guest gifts from NFCF (*required*): You must purchase one gift for every guest attending your dinner. Please note, these gifts typically cost around \$20-25 per person.

Secure sparkling wine and/or dessert wines: When the vintner doesn't make or provide sparkling wine, it is still nice to start your event with a bubbles. You may contact Karah Fridley-Young (karah@nfcf.org) to assist you with a recommendation specific to your vintner, should you need the advice.

Finalize floral and decoration details: Confirm with florist the budget, theme, number and size of floral arrangements, as well as delivery or pick-up arrangements for the day of the dinner.



Confirm set-up timing: Confirm timeline for Chef and/or restaurant's final edits to dietary restrictions.

RESTAURANT: Confirm with restaurant (either in person or through your event planner), when the space will be available to set-up menus, Place cards, patron gifts, Charity-specific Patron gifts, auction lots, bidding/donation forms, etc.

PRIVATE VENUE: Confirm with event planner or leasing agencies timing for delivery and set up of all tables, chairs, linens, serving items.

Confirm Transportation for Guests: Connect with your dinner guests to ensure you have the physical address where transportation will pick up and drop off each guest using transportation. **Establish a clear RSVP date for guests to confirm they do/do-not desire transportation, and their pick-up location.**

NOTE: Do NOT assume silence is lack of interest in transportation. Make POSITIVE contact with all guests before assuming any are declining transportation. If you do not receive response to email requests for this information/confirmation, call or text to follow-up. Some Guests do not check email regularly. If you are sending a "bulk" email request with all Guests as blind copy (BCC), some email systems automatically prevent these from reaching the recipient, assuming the email to be spam/junk.

March 29 - April 2, 2027

Weekend Itineraries from NCF: We will email these to you. The entire event includes the following for your guests: Friday (4/23) Patron Dinner, Saturday (4/24) Reserve Tasting, followed by the Live Auction. The NCF office will prepare itineraries that will be emailed to your guests with their ticket confirmation, so they are aware of all the events.

Send Guests reminder email: Note the imminent US Postal Service arrival of NCF-provided Patron auction book reminding guests to bring these with them to the Auction. Include itinerary, provided by NCF email. Also, recommend Guests review Auction items prior to the event.

NOTE: Many first time attendees are not aware of what to expect for the weekend, especially with respect to the silent or Live auction, including Tent temperature, parking, etc. Highlight the opportunity to consider partnering with others for auction lots involving two or more couples.

Submit Live Auction Seating Requests for your Guests: to mattie@nfcf.org. This is for Saturday at the Live Auction, not for the dinners on Friday. Many times you as a host will know your guests and their preferences better than anyone. Please share this information with NCF so we can apply it to the auction seating chart. Tables at the auction are rounds of 12. Consider who should sit at the table with the vintner(s), chef, and you the host. Often the vintner(s) and their guest will sit at one table, the hosts at another, and the remaining guests surround these two tables. Please note the vintner(s) and chef are each allotted an additional seat at the auction for one guest.

Make a Timeline for your Dinner: Allow approximately 45 minutes for passed appetizers and 20-30 minutes for each course. Give your chef a 15-minute notice to start serving dinner and then start seating your guests. Work with your chef and the restaurant on your timeline. Dinners should be able to complete by 10pm.

Pick up Sparkling and Dessert Wines: When the Vintner doesn't make or provide sparkling wine; it is nice to start your event with a little bubbly! NCF President Karah Fridley-Young will contact you with a recommendation specific to your Vintner, should you need the advice.

**** IF NECESSARY** Confirm and Count Plates, Silverware, Water Glasses, Coffee Service & Stemware:** Please double count that you have everything you need so that there are no surprises when you are setting up the day of your dinner



The NCF office has stemware you may borrow for the evening. This will be given out on a first come first served basis. Please contact Mattie at mattie@nfcf.org for details.

Speak to Chef/Restaurant: This is a great time to touch base with your chef and make sure that you have everything that will be needed for your dinner. Also, confirm your menu and wine pairings, prior to printing menus. NCF will send the wine names to the chef and sometimes the wine so they will pair the food perfectly.

Confirm hired musician(s) (if used) and photographer: It's a good idea to confirm and provide an idea of the dinner flow and your expectations. Also be sure to confirm the auctioneer if you choose to hire one.

April 5 – 9, 2027

Welcome Baskets for Vintner and Chef: Hosts must provide a welcome basket or order a "Stock the Condo" package for all celebrity guests staying in accommodations provided by NCF. These should include basic needs such as water and snacks along with any other items that will make their arrival more comfortable. Unless pre-arranged with NCF, hosts are responsible for arranging delivery to celebrity vintner(s) and chef accommodations prior to arrival.

Reconnect with Charity: Confirm contact information for volunteer(s) for Transportation, as well as ensure there is a Dinner auction recorder. Provide list of Dinner attendees for Charity to pre-print night-of-Dinner auction or donation forms with Guest names. Finalize audiovisual needs for "mission moment", including computer, thumb drive, etc, so that restaurant is prepared.

April 12 – 16, 2027

Print Place Cards and Menus: Preparing a printed menu for the night of your dinner is wonderful for the guests to have. Confirm with restaurant if they will print the menu or if you as Host are to do so. (Tip: Print Saturday's auction schedule on the back of the menu!)

Finalize transportation plans: Re-confirm which guests will be using transportation and all addresses. Call your transportation company and ensure you are both on the same page. Make sure to discuss: the number of cars they are sending, the order, time, and location that each guest is being picked up from, returned to, and realistic transportation time needed. Create and send plan, by vehicle, for Charity volunteer(s) to use on night of Dinner. Send specific transportation plans to individual Guests so they are aware of timing for pick-up on night of Dinner, and who to contact in case of issues.

Print dinner seating chart and list: Document on chart and list – by name and seating location – those with special dietary needs and provide to Chef/Restaurant. Share seating chart and list with Charity to help with night-of-Dinner auction.

April 19-20 (NOTE: NCF staff has VERY limited availability on April 21-23, due to final set-up.)

Deliver Welcome Baskets: By this time, you should have been informed from NCF of your Vintner and Chef accommodations via their itineraries. If you have chosen for NCF to create welcome baskets for your Vintner and Chef accommodations, delivery will be handled directly by NCF Staff. Otherwise, it is best that you obtain the keys or door codes ahead of time to deliver your welcome basket or stock their condo. If it is not possible for you to enter the condo directly, the guest services of the accommodations provider should be able to do this for you.



Pick up Wine for Your Dinner: You may pick up the wine for your patron dinner from the NCF office on Monday (4/19) and Tuesday (4/20). Please note, our office is located upstairs and you will need a large vehicle to transport these boxes. Be sure to double-check all bottles, and let NCF know if the amount is incorrect or low. Deliver wines to restaurant as they have directed/requested.

Pick up Gifts from NCF: NCF will have your vintner and chef gifts, as well as your patron guest gifts at the NCF office for pick up on Monday (4/19) and Tuesday (4/20).

Pick up other coordinated items from NCF: If you have secured stemware through NCF, please coordinate a preferred time on either Monday (4/19) and Tuesday (4/20) to arrange pick up from the NCF storage unit located at 416 S Co Hwy 393. Please note, we are the last unit in the far back left of the storage complex. You will want to bring an empty car to accommodate these boxes. Return will be coordinated the week following the auction, and we ask that stems are cleaned prior to their return.

April 24: Day of Event

Chill your white wines!

Arrive at restaurant not later than 1 1/2 hours before event: Bring final copies of seating charts for dinner, Place cards, menus, Dinner auction/donation forms, decorations.

1 hour before the event: Photographer, vintner(s) and charity representatives(s) should be instructed to arrive one-hour prior to the event. Greet your vintner(s) and show them around your venue! They will need to organize their wine and instruct servers on how and when to pour. Be sure to have photographer take photos of Hosts, Charity, Vintner(s), Chef in various combinations before guests begin to arrive.

At end of event: Ensure Charity volunteer for transportation has confirmed all necessary vehicles are present. Remember to sign and turn in any live Dinner auction or donation forms to Charity representative(s) before departing. Station Charity volunteer (or dinner/restaurant staff member) with Patron Guest gifts to distribute as guests depart.

Should you choose to fundraise at your dinner, ensure your charity representative(s) texts and emails Karah Fridley-Young results from your dinner immediately: Recorder must confirm fundraising numbers & signatures are required from all winning bidders.

Karah Fridley-Young
karah@nfcf.org (email)



Patron Dinner Auction Process

To get the momentum going and to engage your guests, patron hosts in the past have held a small auction at their dinner. Though not required, we are encouraging you all to join in on the fun, whether it is an energetic and enthusiastic live auction, a silent auction, or other fundraising opportunity. Below are a few guidelines:

- Regardless of how funds are raised, **all monies are payable to NFCF** and not to the charity attending the dinner.
- Funds raised during the patron dinner are directed funds and split 75% to the charity attending the dinner and 25% to the NCFE charity pool of discretionary funds.
- Auction items may be supplied by the host, charity, or other donors
- Please do not contact your vintner or chef for an auction item without consulting with Karah Fridley-Young or NCFE staff beforehand. We do not recommend requesting auction items from your celebrity guests as they have already donated to the Auction.
- There MUST be a designated recorder(s) at the auction. They will report auction results, in conjunction with the host, to Karah Fridley-Young. Signatures are required from all winning bidders to be turned in to NCFE. The Charity should provide the recorder(s), to free up the Patron Host for Host responsibilities.

A charity representative will be giving a mission moment to shed light how NCFE has impacted their organization. You may work with your representative on an auction item and/or strategy for the timing of their presentation and auction.

If you would like to hold an auction and need help with procuring a lot, please contact NCFE staff. We may have ideas we would be happy to share for your dinner. We encourage you to be creative and have fun!



Dinner Staff

Hosts are required to pay staff gratuity for both in-home and restaurant dinners. Gratuity is expected to be paid the night of the dinner. In-home dinners should have cash/check in envelopes for each staff member to be taken home at the end of the night. You may also use Venmo for convenience.

Recruiting staff: NCF will recruit staff for your dinner based on your needs. All staffing requests must be submitted a minimum of two weeks prior to patron dinner.

Number of Staff needed:

- 1 server per 10 attendees
- Dishwasher
- Ask your chef if they need an additional sous chef

Suggested Payment:

Home Dinner: We suggest all hired staff for your patron dinner be paid a flat rate of \$250 per person.

Restaurant Dinner: Hosts are required to pay the gratuity to the service staff at a rate of \$40 gratuity per attendee. For example: if there are 40 patrons in attendance, the gratuity would be \$1,600 to be split amongst the service team.



Patron Dinner Host Talking Points

Please find below talking points as a suggested outline for your presentation at your dinner. These points can be used in the early part of the evening as guests settle in, to thank them for being part of our event, and to remind them about the next day's auction to support Northwest Florida Children's Foundation's mission to help children in need.

- Thank you to each of you for your support of the Northwest Florida Children's Foundation, and the organization's mission to help children in need.
- As well, I would like to extend a special thanks to our celebrity Vintner(s) _____ and Chef _____. Your time and talents are greatly appreciated, and we appreciate how important you are to the success of the Foundation, and our signature event, the Destin Charity Wine Auction.
- Tonight, you will be treated to an unparalleled dining experience, featuring fine cuisine, outstanding wines and the fellowship of other wine enthusiasts.
- Our celebrity vintner will be telling his/her story of their winery, and introducing each wine served. The chef will also be introducing each course.
- But before we get started, I want to cover a few details regarding tomorrow's event: The reserve tasting begins at 1:00 PM at Grand Boulevard. Allow yourself plenty of time to park.
- We recommend enjoying the Reserve Tasting, as many of the area's best restaurants and caterers will be serving scrumptious tastes while our vintners will be pouring their wines during the silent auction.
- The live auction begins at 3:00 PM
- Patrons are welcome to bring bottles from your own cellars in addition to the wine provided during the live auction.
- We have our best selection of auction lots yet – and we hope you will bid, and BID BIG, for the 16 children's charities that will be benefited through this year's event.
- The silent and live auction should be spectacular based on the great auction lots outlined in the catalog, which you all should have received in the mail. I am especially looking forward to Lots _____ and _____! We recommend that you review items prior to the auction. **Also, consider going in with others for auction lots involving two or more couples.** (Note: Many first time attendees are not aware of this.)
- Following the auction, at approximately 7:00 PM, we will attend dinner at _____. (optional)
- Transportation to and from the auction will be _____ (on your own; or provided by the patron dinner hosts)
- Are there any questions we can answer for you?
- Thank you again for your support of the Northwest Florida Children's Foundation. Now, on to an outstanding evening of fine food and wine.