



# Host Checklist

**Event Type:** Coffee & Cocktails | **Package:** \_\_\_\_\_ | **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ | **#Guests:** \_\_\_\_\_ | **Duration:** \_\_\_\_\_

## What to Expect

Evening coffee cupping paired with mystery mini-cocktails or mocktails. Explore decaf coffees alongside creative drinks, receive recipe cards, and enjoy a sophisticated tasting adventure.

## Golden Ember Provides

Decaf coffee samples • Recipe cards • Tasting cups & materials • Drinkware • Garnishes & sauces • Take home coffee bags (if applicable) • All instruction

## Host Provides

- Seating for all guests
- Clear table/counter space for drink prep (specify for Golden Ember to provide)
- Ice (standard cubes)
- Spirits (Vodka 750ml, Kahlúa (or similar) 750ml, Bourbon or Spiced Rum 750ml.)
- Trash receptacle
- Optional: Background music, dim lighting

## Timeline

**Setup:** 45-60 min before | **Event:** 60–90 min | **Teardown:** 15–30 min after

## Payment & Cancellation

**Payment:** Once at least 8 seats are claimed, invoices are emailed to each guest and due within 48 hrs. The event is confirmed once at least minimum number of seats are paid.

**Cancellation:** Per paid seat. 14+ days: refund or credit. 4–13 days: non-refundable but transferable. <3 days / no-show: non-refundable. If Golden Ember cancels, all guests are refunded or credited.

**Questions?** Email [ember@goldenembercoffee.com](mailto:ember@goldenembercoffee.com) or text Melanie at (319) 830-7006

*Changing the way you brew your coffee, one roast at a time.*