



# Host Checklist

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

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

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## 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.

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## Golden Ember Provides

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

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## 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
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## Timeline

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

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## 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.

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**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.*