



## PRESENTER'S INSTRUCTIONS

Revised 2025-11-10

### SUMMARY:

*A presenter must read all of these instructions prior to commencement.*

Below is a summary of tasks to be completed. Explicit instructions follow for each task listed below:

- Work under the guidance of a qualified judge assigned to you by their Chapter Steward.
- Research and prepare the Presentation Notes (*use template provided on Guild website*)
- Research and select the proposed wines for the wine flight
- Obtain Guild Master approval of the Presentation Notes
- Obtain Guild Master approval of proposed wines
- Create the Wine List (*use template provided on Guild website*)
- Purchase the wines
- Package and Ship the Wines (reference the illustrated guide provided with these instructions for packaging and shipping the wines)
- Use up-to-date shipping addresses to ship the wines to the other Chapters (unless preparing for an AGM session).
- **Chapter Steward Duties**
- **Chapter Treasurer Duties**

*A presenter must reference the Presenters Check List at the end of this document to ensure that all tasks are completed and to ensure timelines are met.*

### WORKING WITH A QUALIFIED JUDGE

Your Chapter Steward should pair you with a qualified judge to help guide you through this process. If this is not done ask your Chapter Steward to assign a qualified judge to assist you. The qualified judge is there to help and guide you, but it is your responsibility to prepare the Presentation Notes and wine flight.

Keep in touch with the Chapter Steward and your assigned qualified judge as you prepare the session to keep them informed of progress, arrange for funding of wine purchases, or for any assistance if problems occur.

Preparing a presentation is not an onerous task if you follow these instructions. For assistance in clarifying these notes please consult the qualified judge assigned to assist you through this process or contact the Guild Master or your Chapter Steward.

The BCAWA class will be assigned to you up to 6 months ahead of the session. *At a minimum, you will need to start 2 months before the tasting date.* Many presenters start well in advance (from 4 to 6 months) to ensure they have sufficient time to research, select, obtain approvals, purchase, package and ship wines and notes, etc.

### RESEARCH and PREPARE THE PRESENTATION NOTES

The presentation notes will inform session attendees about the characteristics they should be looking for in good examples of this BCAWA class of wine. These notes must be prepared and

distributed at least three weeks before the presentation takes place. *Refer to the Presenter's Check List on the last page for timelines and duties.*

Review previous Presentation Notes on the Guild website. This is part of your research on the assigned class and benefits your learning process. Nobody, neither you nor your readers, will learn anything by just copying and recycling someone else's notes.

The notes must start with the definition of the Class from the BCAWA Competition Handbook. Refer to the BCAWA website at: [www.bcawa.ca](http://www.bcawa.ca)

The notes should include information about the grapes used to make the wine, where they are grown, terroir, history of the wines, wine making techniques, typical aromas and flavours, relevant facts, etc. The notes should be 4 to 5 pages in length. Use the internet and books as the basis of your research. Keep in mind that one of the goals is for you to learn a lot about this class and then pass on your knowledge to others. Self-study is one of the keys to becoming a well-qualified judge.

### GUILD MASTER APPROVAL OF THE PRESENTATION NOTES

*Upon completion of the notes, send a copy to the Guild Master for approval prior to distribution. [Use the template for Presentation Notes](#) as a guide to ensure adequate information is included.*

### PUBLICATION OF PRESENTATION NOTES ON WEBSITE

Once your Presentation Notes are approved, e-mail a copy (**in PDF format**) to each of the Chapter Stewards and (**as a Word document**) to the Guild Webmaster for publication to the Guild website. Email your document to: [submitbcgwj@gmail.com](mailto:submitbcgwj@gmail.com)

### RESEARCH AND SELECT THE PROPOSED WINES:

The qualified judge should be assisting the Presenter with the wine selection. Ensure you have pre-tasted each wine selected or speak to a qualified person that has tasted it to determine what medal ranking it might get.

Select 8 to 9 wines (typically 8) that includes one duplicate and at least one Taster. The duplicates are generally lower priced wines (Bronze medal or Silver medal) to keep the cost down.

Note that the duplicate could be the same wine as the Taster. Some classes may require 2 tasters to illustrate certain attributes of the class (i.e. oaked and non-oaked). The flight wines will range in ranking from “no medal” to “Gold medal” with the Taster being in the middle (as a low to mid-Silver medal wine). *Remember, the Taster(s) should be a good representation of the class but **not the best wine**.* The taster should be a midrange benchmark so that the best wine in the flight will be obviously better than the Taster(s) and the worst wine will be worse than the Taster(s).

If possible, try to include a faulty wine or a homemade wine in the flight. If acquiring a flawed or faulty wine, you should ascertain what the fault or flaw is to assist in the maintenance / training session as well as to assist the Guild Statistician.

## OBTAIN GUILD MASTER APPROVAL OF PROPOSED WINES

E-mail a list of the proposed wines with prices and expected medal to the Guild Master for approval *prior to purchasing any wines*. Use the Wine List template on the Guild website as a guide to ensure consistency.

## CREATE THE WINE LIST

Once the Guild Master approves your proposed wine selection, determine the tasting order. Your qualified judge can help you with this process. From this tasting order, create the Wine List. *Please be sure to use the Wine List template provided*. This list should include the wine identifier (T1, A, B, etc.), the SKU number, the price, country of origin, and any other pertinent info such as reviewed wine scores, awards won, tasting notes etc. The Wine List is generally one page in length, landscape orientation. If you include a faulty wine in the flight, the fault should be listed.

## PURCHASE THE WINES

The cost of each session should not exceed \$250 per Chapter. The Guild Master may authorize an upper limit of \$300 for special tastings.

You will need 3 bottles of each wine that you select (1 for each of the 3 Chapters). Don't forget to get enough paper bags for *all* of your bottles including any faulty or home wines that will be used.

For homemade wines, pay the winemaker as follows: \$30 per bottle of Gold Medal awarded wine; \$20 per bottle for Silver Medal awarded wine; \$10 for Bronze Medal awarded wine; and \$5.00 for faulty wine (with fault identified).

Seek reimbursement for your out-of-pocket expenses in purchasing *all* wines and any shipping costs from your Chapter Treasurer. Provide all receipts to your Chapter Treasurer. Your Chapter Treasurer will then seek reimbursement from the other Chapters for their share of the costs.

If you have been tasked to do a tasting for the Annual General Meeting (AGM) then immediately contact the Guild Master to find out what your budget will be and also how many bottles of each wine you will need. The AGM typically has a higher budget than the other tastings.

## PACKAGING AND SHIPPING THE WINES

The wines should be purchased and shipped *at least three weeks before the presentation date*.

Put each wine in a paper sleeve and label them according to the Wine List. Paper sleeves are available for purchase at some liquor stores; ask for them when purchasing the wines. If the paper sleeves are not available or too expensive, consider purchasing brown paper lunch bags for this purpose. They work well for standard sized 750 ml wine bottles. Tape the top of the bag as close as possible to the top of the bottle. If there are distinguishing markings on the top of a corked bottle, remove the top of the shrink. On a screwcap bottle, tape the top to cover the branding. Also on screwcap bottles, ensure the tape does not hinder opening the bottle.

When you are including homemade wines in your presentation you are required to blend them to eliminate any inconsistencies in the different bottles, rebottle and then bag them.

The wines are now boxed for each Chapter. Ensure that adequate packing is in place to prevent breakage. *Also include 17 copies of the wine list sealed in a brown envelope.* Mark on the envelope "Wine List - Do Not Open Until the Tasting Has Been Completed."

Deliver your Chapter's box of wine to your Chapter Steward and then make arrangement to get the other boxes to the other Chapter Stewards. Shipping addresses for all chapters is included at the end of these instructions. This can be done by couriering them or getting someone that will be in the area to hand deliver the wines. *It is highly recommended to avoid couriers to keep the costs down.* Contact the Chapter Stewards for delivery options.

If you have been tasked to do a presentation for the Annual General Meeting (AGM) then contact the Guild Master for shipping and/or delivery options.

*It is your responsibility to make sure that the boxes get there in time!*

### PUBLICATION OF WINE LIST

Following the tasting of your wine flight by all 3 Chapters, the Guild Webmaster will be in touch to obtain from you an electronic copy of your *(templated)* List of Wines for publication on the Guild website. This will assist future presenters for the class by knowing what wines were used to avoid repeating wines or themes for broad classes such as Other Dry White.

### CHAPTER STEWARDS DUTIES

Assign a Qualified Judge to assist the Presenter with their duties. The role of the Qualified Judge is to act as a Mentor and to help guide the Presenter through the process.

Chapter Steward(s) will be responsible for receiving wines shipped by other Chapters. The bags must not be removed until the wines have been evaluated at a session. The Wine List should also remain sealed until after the judging is completed. Please print a couple of extra copies of the Presentation Notes to take to the tasting in the event someone has not read the notes beforehand or does not have e-mail.

The Chapter Steward will also supply:

- a. Wine Evaluation sheets; and
- b. Statistician's data sheets.

The most current forms are to be used, which are available on the Guild website.

### CHAPTER TREASURER DUTIES

The Chapter Treasurer shall collect all receipts from the Presenter and then pay the Presenter for all of their costs in purchasing and shipping wines. The Chapter Treasurer shall then collect the necessary costs from the other Chapters.

## SHIPPING INFORMATION

### NANAIMO SHIPPING ADDRESS

BC Guild of Wine Judges  
c/o Dominion Lending (Attn: Elaine Peligren)  
2101A Boundary Avenue  
Nanaimo, BC V9S 4P4  
Tel: (250) 816-3130  
(Monday to Friday 9:00 am to 5:00 pm)

### VANCOUVER SHIPPING ADDRESS

Bill Huva  
3970 Hixon Place  
North Vancouver, V7G 2R6  
(Call (604) 837 5172 to arrange suitable time)

### VICTORIA SHIPPING ADDRESS

Mary Homer  
655 Griffiths Street  
Victoria BC V9A 3E3  
(Call (250) 384 7898 to arrange suitable time)

## CONTACT INFORMATION

### NANAIMO CHAPTER:

Chapter Steward: Elaine Peligren:  
Tel: (250) 816-3130  
Email: [epeligren@dominionlending.ca](mailto:epeligren@dominionlending.ca)

Chapter Treasurer: Tim Peligren  
Tel: (250) 228-5558  
Email: [tpeligren@shaw.ca](mailto:tpeligren@shaw.ca)

### VANCOUVER CHAPTER:

Chapter Steward: Bill Huva,  
Tel: (604) 837 5172  
Email: [huvski39@gmail.com](mailto:huvski39@gmail.com)

Chapter Treasurer: John Matkovich  
Tel: (604) 929-3719  
Email: [bigjohn@telus.net](mailto:bigjohn@telus.net)

### VICTORIA CHAPTER:

Chapter Steward: Mary Homer  
Tel: (250) 384-7898  
Email: [maryinvictoria@gmail.com](mailto:maryinvictoria@gmail.com)

Chapter Treasurer: Mary Homer  
Tel: (250) 384-7898  
Email: [maryinvictoria@gmail.com](mailto:maryinvictoria@gmail.com)

### GUILD MASTER:

Bill Huva  
Tel: (604) 837-5172  
Email: [huvski39@gmail.com](mailto:huvski39@gmail.com)

### WEBMASTER

Document Submissions  
E-mail: [submitbcgwj@gmail.com](mailto:submitbcgwj@gmail.com)

General Enquiries  
Email: [infobcgwj@gmail.com](mailto:infobcgwj@gmail.com)

## PRESENTERS CHECK LIST

*The timelines below are the absolute minimum.*

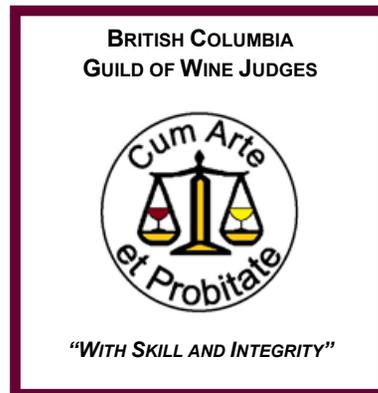
It is advised that Presenters strive to exceed the minimum timelines below whenever possible to ensure the Chapter Stewards have possession of the tasting wines as soon as possible, in the event a bottle arrives broken or shipments are delayed due to unforeseen circumstances.

When the timeline states “No Later than 5 weeks prior to the tasting”, this means that this is the absolute latest that this task should be done. *Sooner is always better!*

STATUS (✓)	DUTIES	TIMELINE
	Complete Presentation Notes and send it to Guild Master for approval	No Later than <b>5</b> weeks prior to the tasting.
	Complete your proposed wine selection and send it to Guild Master for approval. Use your Qualified Judge for guidance.	No Later than <b>5</b> weeks prior to the tasting.
	Obtain approval of Presentation Notes from Guild Master.	No Later than <b>4</b> weeks prior to the tasting.
	Obtain approval of proposed wine selection from Guild Master.	No Later than <b>4</b> weeks prior to the tasting
	E-mail Presentation notes to All Chapter Stewards and the Guild Webmaster for distribution and posting onto the Guild Website.	No Later than <b>3</b> weeks prior to the tasting.
	After receiving approval from Guild Master, purchase 3 sets of wines (one set for each Chapter)	No Later than <b>3</b> weeks prior to the tasting.
	Provide all receipts (wine costs and shipping costs) to your Chapter Treasurer so that you can get reimbursed for all your costs. Your Chapter Treasurer will then collect fees from the other Chapters.	No Later than <b>3</b> weeks prior to the tasting.
	Create your final Wine List. Wrap all wines in brown paper bags and ID the wines as per the Wine List.	No Later than <b>3</b> weeks prior to the tasting.
	Box up the wines for each Chapter and include, in each box, a sealed envelope containing 17 copies of the Wine List.	No Later than <b>3</b> weeks prior to the tasting.
	Arrange for transportation of wines to each Chapter Steward.	No Later than <b>3</b> weeks prior to the tasting.
	Publication of (templated) Wine List: The Webmaster will contact you for an electronic copy of your (templated) Wine List for publication to the website. <i>It is important to use the <a href="#">template provided for this reason.</a></i>	The Webmaster will be in touch with you for this info following the wine tasting by all 3 Chapters.

# BC GUILD OF WINE JUDGES

List of Wines  
 Wine Class = **XXX**  
 Month, Year



WINE	WINERY	SKU	YEAR	GRAPE	AREA or COUNTRY	COMMENTS	PRICE
T1							
A							
B							
C							
D							
E							
F							
G							
						<b>TOTAL COST</b> (including taxes and bottle deposits)	\$

## Presentation Notes Template

# BC GUILD OF WINE JUDGES

(insert date / year of tasting)

(insert varietal or topic of focus of presentation notes)

Presented by (insert name of presenter and reference their Chapter)

**Intended Outcomes:** (below are some examples . . . presenter to modify to specifically suit their presentation)

After completing this session, you should know:

- The description and technical characteristics of this class
- The areas of the world which produce this type of wine;
- The characteristics of this varietal of wine ;
- History and origin of this grape
- Manner or style in which this wine is made
- Tips about judging this class

**Description – Class ... (insert varietal)**

Insert description from the BCAWA Competition Handbook

**Technical Characteristics**

Insert information from the BCAWA Competition Handbook

**Introduction**

Give the reader a “snapshot” of this varietal.

**History**

Insert information about its origin

**Growing Areas:**

Indicate parts of the world famous for growing this varietal of grape. Has it become more popular in other parts of the world in recent years?

**Terroir And Tasting Notes:**

Provide relevant information

**Aging And Oaking:**

How does aging and oaking influence the taste profile of the wine.

**Serving and Food Pairing:**

Indicate optimum serving temperature and/or food pairing information.

**Judging**

Insert tips on what one should consider when judging this varietal.

**The Flight**

What can one expect to see on this flight? Old World vs New World? Oaked vs UnOaked? Are there wines representative of wines from numerous different countries? Share with the reader what your goal was when selecting the wines for the flight.

**References:**

Cite references used in the preparation of these notes

## PACKAGING OF WINES FOR TRANSPORT

It is important to ensure wines are properly wrapped and protected for shipping purposes. In most cases, it is possible to arrange for the delivery/transport of wines by Guild members that may be travelling from the Mainland to Nanaimo and Victoria or vice versa.

AT MINIMUM, ensure that the wines are presented in the following manner:



Ensure bottles are wrapped in brown paper bags with the top of the bags taped closed (only a small amount of tape is required to achieve this goal). Be sure to allow sufficient space to allow for easy opening of the wine bottle.

Identify each bottle with a black marking pen (i.e. T1, A, B, C, etc.)

Put the bagged bottles in a proper wine box with dividers to ensure the bottles do not rub directly against one another. This will help to prevent damage during transportation



**ADDITIONAL CARE** is required in packaging of contents and labelling of boxes if using a commercial shipper such as FedEx or UPS, etc.

**ALWAYS** contact the recipient **prior to shipping** to confirm convenient dates and times and locations for shipping.

Clearly mark each shipping box, identifying its contents, if being transported by a Guild member. **If being shipped by a commercial shipper be sure to use complete delivery addresses and contact phone numbers.**