

Pink Boots Collaboration Brew Day®

Participating Host Checklist

Your Brew Day, Simplified: This checklist is your go-to guide for a seamless Collaboration Brew Day (CBD), ensuring you hit every step while supporting our cause!

Getting Started

- ___ **Register** the brew day on the [website](#).
- ___ **Buy** the [Pink Boots Annual Hop Blend from Yakima Chief Hops](#). **(optional)**
- ___ **Buy** the [Pink Boots Annual Malt Blend from Country Malt Group](#). **(optional)**
- ___ **Schedule** the brew day on your production calendar (It does not have to be on International Women's Day).
- ___ **Develop** a game plan for the donation amount. Work with your team to determine an amount. (example: \$1 from every drink, or \$2 from every 6-pack).

Preparing for the Brew Day

- ___ Are you planning to open your brew day to other Pink Boots Society Members? If so, we encourage you to spread the word by sending out an invitation and making it a shared celebration!
- ___ Plan food and drinks for those participating
- ___ Print brew sheet to guide the brew day
- ___ Tip: provide name tags
- ___ Tip: recruit an assistant to help manage the flow of the day

Brew Day

- ___ Review the PBS [Code of Conduct](#) and your safety protocols with participants
- ___ Order food/snacks/drinks
- ___ Put out brew sheets and name tags
- ___ Have all attendees complete the liability waiver (recommended - here's a [template](#)!)
- ___ Capture and share images and videos of the day on social media.
#pinkbootsbrew #pinkbootssociety #collabbrewday and tag @pinkbootssociety
- ___ Tip: give guests a tour

Post Brew Day

- ___ Follow the Brew Day brand guidelines in the [User Guide](#) (Pages 6-9)
- ___ Plan the release and promote on social media using the hashtags:
#pinkbootsbrew #pinkbootssociety #collabbrewday and tag @pinkbootssociety
- ___ Finalize Your Donation: Review your donation plan with your team, request an invoice (if needed) by emailing brewday@pinkbootssociety.org, and submit your donation to Pink Boots Society.

Additional detailed information can be found in the [User Guide](#).