

# How To Guide- Arizona Tastings

**Instructions:** This QRG provides information on how to book a tasting in Arizona

Additional Requirements for TWM Requests:

- Vendors are limited to 4 items to be sampled
- These items must be submitted valid SKUs in their DLLC request or we cannot support tastings with inventory
  - Product SKU can be found on totalwine.com, searching the product name, clicking on the correct sized item and looking in the item details
- While requests may be made within 5 days on the DLLC website, TWM needs 2 weeks' notice to ensure adequate inventory is available and stores are prepared for tasting

1. Visit the [DLLC website](#)
2. Click "Request Sampling Event" on the left banner
3. Enter your license number and authorization code
  - a. Producers/Wholesalers must have an Authorization Code from the AZ Liquor Board to proceed into the site to book tastings.
4. Click the button on the Welcome screen "Proceed to Sampling Requests"
5. From here click the "Begin" button under the "Sampling Event Request"

- License Search
- Renewals
- Liquor Board Hearings
- Restaurant Audits
- Liquor License Lottery
- Contact Us
- Prevention Unit
- Required Documents
- Annual Production Report
- Business Data Report
- Direct Shipment (17W)
- Special Event Contractors List
- Request Sampling Event**
- Liquor Violations
- Report Liquor Violations
- Pay Fines Online

**Sampling Events**

**Sponsors Login to:**

- Request a Sampling Event
- View your scheduled Sampling Events
- Cancel a scheduled Event

**Wholesaler/Producer Login**

License Number:

Authorization Code:

**Location representatives Login to:**

- View Sampling Events scheduled at your location

**Location Login**

License Number:

Authorization Code:

**Welcome to Sampling!**

**Sampling Management Home**

**Logout**

**Sampling Event Request**

4 Easy Steps!

1. Select Location
2. Verify Location & Availability
3. Provide Event Information
4. Approval Process

**View My Events**

View **all** my events by **date range**:

Date Start:  **REQUIRED**

Date End:  **REQUIRED**

View my events by location **name**

Location Name:

Date Start:  **REQUIRED**

Date End:  **REQUIRED**

View my events by **Product sampled**

Product:

Date Start:  **REQUIRED**

Date End:  **REQUIRED**

View my events by location **license number**

Location License#:

Date Start:  **REQUIRED**

Date End:  **REQUIRED**

6. Select Location for Sampling

- a. Type in the License number of the licensed location at which you want to host the event.
- b. Select the date you would like to host the tasting

**6 Step 1: Select Location for Sampling**

Type in the License number of the licensed location at which you want to host the event.

**IMPORTANT:**

- DO NOT USE license numbers starting "09S" or "010S"
- Use license numbers starting with either "09" or "10," or "009" or "010" which are ACTIVE
- Look up the license number [here](#) before you begin.
- You MUST have the **LOCATION's CONTACT INFORMATION** to complete the Sampling request  
The location's phone number may be found on the request form as well as by using our search tools.

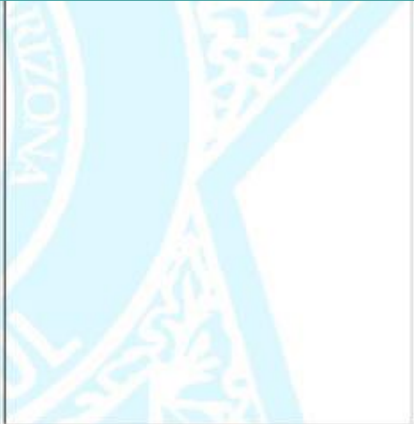
The following page will advise you if this location has available time slots.

License Number  e.g. 09070000 (all 8-12 digits are required)

Date Requested:  REQUIRED - MM/DD/YYYY

6a	Store Number & Location	License Number
	TOTAL WINE & MORE #1001 4370 N ORACLE RD TUCSON, AZ 85705	09109000
	TOTAL WINE & MORE #1002 17550 N 75TH AVE STE #300 GLENDALE, AZ 85308	09079004
	TOTAL WINE & MORE #1003 21001 N TATUM BLVD #12 PHOENIX, AZ 85050	09079003
	TOTAL WINE & MORE #1004 8544 S EMERALD DR TEMPE, AZ 85284	09079002
	TOTAL WINE & MORE #1005 2224 E WILLIAMS FIELD RD #120 GILBERT, AZ 85295	09079001
	TOTAL WINE & MORE #1006 1670 E CAMELBACK RD PHOENIX, AZ 85016	09079000
	TOTAL WINE & MORE #1007 10320 N SCOTTSDALE RD #200B SCOTTSDALE, AZ 85253	09070583
	TOTAL WINE & MORE #1008 1416 N LITCHFIELD RD GOODYEAR, AZ 85338	09070522 09070757
	TOTAL WINE & MORE #1009 5870 E BROADWAY #448 TUCSON, AZ 85711	09100236
	TOTAL WINE & MORE #1010 1900 E RIO SALADO PKWY #120 TEMPE, AZ 85281	09070010
	TOTAL WINE & MORE #1011 21072 SOUTH ELLSWORTH LOOP RD QUEEN CREEK, AZ 85142	09070384
	TOTAL WINE & MORE #1012 1841 E STATE ROUTE 69 STE 118 PRESCOTT, AZ 86301	009130015571
	TOTAL WINE & MORE #1013 13440 N. PRASADA PKWY SURPRISE, AZ 85388	009070018725


7. Click "Request a Sampling Event at this Location" if the date and location are approved.

	<ul style="list-style-type: none"><li>• 01/21/2022</li><li>• 01/20/2022</li><li>• 01/19/2022</li><li>• 01/16/2022</li><li>• 01/16/2022</li><li>• 01/15/2022</li><li>• 01/14/2022</li><li>• 01/14/2022</li><li>• 01/13/2022</li><li>• 01/13/2022</li><li>• 01/08/2022</li><li>• 01/07/2022</li><li>• 01/07/2022</li></ul>
Date you requested:	<b>10/14/2022</b>

This location **is approved** to host a Sampling Event.

**7** Request a Sampling Event at this Location

8. If date is not available you must select a different date

	<ul style="list-style-type: none"><li>• 01/13/2022</li><li>• 01/13/2022</li><li>• 01/08/2022</li><li>• 01/07/2022</li><li>• 01/07/2022</li></ul>
Date you requested:	<b>05/13/2022</b>

**Sorry, that date is already reserved at this location.**

**8** Select different date/location

9. Fill out all required information
  - a. Event Start Time is required in **Military Time**
    - i. **Connect with Cassi Blader** ([Cblader@totalwine.com](mailto:Cblader@totalwine.com)) **prior to booking to determine timing for ROI/avoidance of rescheduling requests**
  - b. "Will required barriers be in place?" answer **YES**
  - c. Your Contact information, fill in all contact info needed for yourself
  - d. **Location's Contact Information**
    - i. **Cassi Blader** is Total Wine's contact for **all** store locations
    - ii. Email: [Cblader@totalwine.com](mailto:Cblader@totalwine.com)
  - e. Check YES box in "Event Approved"
  - f. Please list what items will be tasted in the Comments from Sponsor section to ensure there is enough product in stores.
  - g. Click "Submit Sampling Event Request" Button
10. The Event Ambassador is responsible for providing and posting the temporary tasting license and these must be posted for the entire duration of the tasting. A tasting will not be allowed if the License is not present or cannot be printed and posted.
11. Tastings must match the date/time as the license shows. If a change is needed to time/store/date, these must be amended on the AZ Liquor Board site, so those changes are Approved and reflected on the temporary license. Unfortunately, there are no exceptions to this, and Store Management cannot override this.

### Step 3: Event Details

Use this form to submit an automated Sampling Event request.

Licensed Location: **009130015571**  
**TOTAL WINE & MORE #1012**  
 1841 E STATE ROUTE 69 STE 118  
 PRESCOTT, Arizona 86301  
 9282375430

Event Date: 12/10/22

9a Event Start Time:  HH:MM - example: 16:30 - 3 hours maximum  
[See Military Time](#)

9b Will required barriers be in place?:

9c **Your Contact Information**  
 Person making request:  **REQUIRED**  
 Requestor's Email:  **REQUIRED**  
 Requestor's Phone:  **REQUIRED: e.g. 602-555-1212**

9d **Location's Contact Information**  
 Contact the LOCATION to get the following information: **9282375430**

9di Location Contact Person:  **REQUIRED**

9dii Location Email:  **REQUIRED**  
**STORE MANAGER EMAIL**

Location Phone:

9e Event Approved?: Yes

Certify  I certify that this event meets all the requirements of [A.R.S. 4-243](#) and the above information is correct and true.

Comments: Use the area below for information such as:

- Products being Sampled
- Store Inventory delivery date
- Who is conducting the Sampling event? (provide contact info)

9f

9g