

BARTENDER-ONLY EVENT CHECKLIST

USE THIS TO PLAN CONFIDENTLY—AND CHECK THINGS OFF AS YOU GO.

ALCOHOL

- ☐ VODKA
- ☐ GIN
- ☐ TEQUILA
- ☐ RUM
- ☐ BOURBON
- ☐ RED WINE
- ☐ WHITE WINE
- ☐ BEER (2-3 SELECTIONS)

MIXERS & EXTRAS

- ☐ CLUB SODA
- ☐ COKE
- ☐ DIET COKE
- ☐ SPRITE
- ☐ TONIC
- ☐ ORANGE JUICE
- ☐ CRANBERRY JUICE
- ☐ SIMPLE SYRUP (IF NEEDED)
- ☐ GARNISHES (LEMONS, LIMES, ORANGES, CHERRIES)
- ☐ ANY INTENTIONAL SPECIALTY ITEMS (DR. PEPPER, GRENADINE, ETC.)

SIGNATURE DRINKS

- ☐ 1-2 SIGNATURE DRINK RECIPES SELECTED
- ☐ SHARED INGREDIENTS WHERE POSSIBLE
- ☐ SIGNAGE/MENU FOR GUESTS

ICE & WATER

- ☐ SUFFICIENT ICE QUANTITY
- ☐ ICE STORAGE (COOLERS/FREEZER)
- ☐ ICE BUCKET & SCOOP
- ☐ WATER STATION OR DISPENSER

BAR MATERIALS

- ☐ BAR OR SERVICE TABLE
- ☐ LINENS (IF APPLICABLE)
- ☐ 9 OZ WINE CUPS
- ☐ 10 OZ COCKTAIL CUPS
- ☐ NAPKINS
- ☐ WINE TIN
- ☐ STRAWS

