

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