

Cocktail Party Checklist

Prior to invitations

- ✓ Is there an occasion or theme?
- ✓ Is there a playlist, decor, or other touches that would make this more memorable?
- ✓ Make a guest list and send out invites saying you're hosting a cocktail party!

Week before

- ✓ Decide on a menu. 3-4 drinks max
- ✓ List out all ingredients needed: spirits, liqueurs, citrus, syrup, carbonation, bitters, garnishes, etc.
- ✓ Review bar equipment needed: glassware, napkins, coolers / ice buckets, scoops, pitchers, empty bottles, speed pourers, etc.

Week of

- ✓ How many people are coming? Does anyone not drink?
- ✓ Estimate amount of each item you need
- ✓ What can be batched?
- ✓ Create a drink menu

Day before

- ✓ Make signs point out beer, wine, etc., and what to do with dirty glasses
- ✓ Pull out glassware, napkins, etc
- ✓ If you have a dishwasher, run it so it will be empty for the party
- ✓ Print drink menus
- ✓ Batch boozy drinks and refrigerate

Day of

- ✓ Juice citrus and cut garnishes
- ✓ Clear a space and setup your station
- ✓ Have hand towels nearby
- ✓ Store wine, beer, etc., away from the bar. Guests can serve themselves.
- ✓ Have a friend bring ice

Important:

If during the party you become stressed

1. Remember it's *just* a party
2. Assess your station. Is it organized or a mess? If it's messy, pause, reorganize it, take a breath, and resume. A disorganized station will throw off any bartender.

