



# BYOB BAR CHECKLIST



## PRODUCT

- RED WINE
- WHITE WINE
- ROSÉ
- CHAMPAGNE
- DOMESTIC BEER
- IMPORTS
- CRAFT BEER
- VODKA
- TEQUILA
- RUM
- WHISKEY
- GIN
- GRAPEFRUIT JUICE
- ORANGE JUICE
- PINEAPPLE JUICE
- CRANBERRY JUICE
- ICE
- BOTTLED WATER
- GINGER ALE
- TONIC
- SODA WATER
- DIET COKE
- SPRITE
- COKE
- LIMES
- LEMONS
- ORANGES
- CHERRIES

## EQUIPMENT/BAR SETUP

- SHAKER TINS
- JIGGERS
- BAR SPOONS
- MIXING GLASSES
- BAR MATS
- STRAINERS
- BAR TOWELS
- TABLES
- TRAYS
- TRASH/ RECYCLING BINS
- TRASH BAGS
- CHILL TUBS
- COOLERS
- ICE SCOOPS

## RENTALS

- WINE GLASSES
- ROCKS GLASSES
- FLUTE GLASSES
- LINENS
- PORTABLE BAR

## STAFFING

- BARTENDER
- SUPPORT STAFF/BAR BACKS

## OTHER/SPECIAL REQUEST

- SPECIALTY COCKTAIL INGREDIENTS
- VIP UPGRADES
- DINNER WINE SERVICE

## COORDINATION WITH VENDORS

- DO YOU HAVE A PLANNER WHO WILL COORDINATE ALL DELIVERIES, RECEIVING, STORAGE, AND RETURNS?
- DOES THE DELIVERY WINDOW FROM EACH VENDOR/COMPANY MATCH YOUR TIMELINE (STAFF ARRIVAL, SET UP TIME, BREAK DOWN)?
- WHO IS GOING TO COMMUNICATE WITH EACH VENDOR IF THERE ARE ANY ISSUES?
- DOES YOUR VENUE ALLOW ALCOHOL TO BE STORED IN ADVANCE AND/OR AFTER YOUR EVENT ENDS?
- WHAT IS YOUR BACKUP PLAN IF A DELIVERY IS LATE OR DOESN'T SHOW?
- WHAT IF YOU RUN OUT OF ALCOHOL, MIXERS, OR GLASSWARE DURING THE EVENT?
- ARE YOUR BARTENDERS PROFESSIONALLY TRAINED, AND DO THEY KNOW HOW TO MAKE YOUR FAVORITE COCKTAILS?

Does this seem like a lot to manage? Try Peak's all-inclusive approach so your event can be worry-free!