



'I DO'
TO DO'S

Bar Service



12
Months

- Meet with bar service providers (if the venue does not provide one) and make liquor, wine, and beer selections
 - *TIP: Ask if they can serve local beer, wine, or liquor*
- Decide if you want to have an open bar, cash bar, or a combination

6
Months

- Finalize Bar Menu
 - *TIP: As a rule of thumb, assume every guest will consume one drink per hour*
- Decide on a signature cocktail
- Order bar signage
- Rent additional glassware if desired

1
Month

- Purchase alcohol for bar if required
 - **Beer**
 - **Wine**
 - **Liquor**
 - **Mixers**

Week
Of

- Purchase ice and garnishes if required
- Confirm arrival time
- Send the bar service a day-of schedule





GET TO
KNOW

Bar Service



Some venues will have an in-house bar service, others will have a list to choose from, or you may have to search for one on your own!

BAR SERVICE PROVIDER: _____

- What deposit do you require?

- When is the final payment due?

- Can I get a contract in writing?

- Do you have liquor liability insurance?

- What bar packages do you offer?

- Do you charge by the drink or bottle?

- How is the beer served? I.e. bottle, can, keg

- Is a champagne toast included?

- What is the bartender-to-guest ratio?

- Does the bar close at any time for breaks?

- Can I customize the menu? Do you create signature drinks?

- How do you go about cutting off guests?

- What is the tipping protocol?

- Do you accept cash and card?

- What will the bartenders wear?

- Can we bring in our own alcohol?

- Do you have any extra fees? I.e. sales tax, service fees, gratuities

- Do you provide wine pour service?

- Are you full service? I.e. provide mixers, all alcohol, garnishes, glassware

- What happens if the scheduled bartender has an emergency or is sick the day of the wedding?

- Can I host the bar for just the wedding party and/or designated people?

ADDITIONAL QUESTIONS TO ASK AN OUTSIDE BAR SERVICE

- Are you available for my wedding date?

- How far in advance should I book with you?

- How many years of experience do you have?

- Can you share some reviews with me?

- What time will you be on-site?

- Do you have any travel fees?

- How many weddings does your company service in a day?

- What is your cancellation policy?
