

PARTY DRINK CHECKLIST

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DRINK FORMULA 1 drink/guest in hour 1 • 1 drink/guest/hr after • +20-30% for outdoor heat
750ml wine = 5 glasses. 12 beers = 1 six-pack x 2. Buy ice morning of party — not the night before.

■ Bar Setup & Equipment

- Dedicated bar table — away from food table
Combined table = permanent guest cluster blocking both
- Ice bins or buckets — one for service, one for cooler
Separate ice for adding to glasses vs cooler ice
- Bottle opener and wine key — 2 of each
One will disappear in the first 20 minutes
- Cups and glassware per drink type
- Cocktail shaker, jigger, bar spoon if needed
- Punch bowl or large pitcher for batched cocktails
Batched cocktails are far more efficient for 15+ guests
- Cocktail napkins — plan 4-6 per guest
People go through napkins faster than any other supply
- Cutting board and knife for garnishes — prep in advance
Pre-sliced garnishes in bowls speed up bar service
- Dedicated trash bin at bar for empties

■ Alcohol Shopping List

- Beer — at least 2 styles (lager + IPA, etc.)
Variety accommodates different preferences
- Red wine — 50% of total wine quantity
- White or rosé — 50% of wine, fully chilled
Whites must be cold — refrigerate day before
- Base spirits — vodka, gin, rum, whiskey, or tequila
- Signature cocktail ingredients if batching
- Champagne or prosecco for toasting
750ml = 6 flutes for a toast
- Backup bottles — 1 extra of most popular drink
Running out of a guest's favorite is memorable hosting fail
- Mixers — club soda, tonic, ginger beer, juice, syrup
- Garnishes — citrus, olives, cherries, herbs, picks
- Ice — 1.5 lbs per guest, bought morning of party
Never buy ice the night before — 30-40% overnight melt

■ Non-Alcoholic Drinks

- A real mocktail — not just soda or sparkling water
Non-drinkers deserve something exciting too
- Branded sparkling water — La Croix, Topo Chico, etc.
- Still water — pitchers, bottles, or water station
- Juice — OJ, cranberry, or tropical blend
Doubles as cocktail mixer and standalone drink
- Soda — cola, lemon-lime, ginger ale
- Coffee and tea if party runs into evening
Natural wind-down before guests head home
- NA drinks displayed prominently — front of bar
Non-drinkers shouldn't have to ask or dig for their options
- Cups or glasses for non-alcoholic drinks

■ Day Of — Drink Station

- Pick up ice — morning of party, not night before
- Load coolers with ice and all cold beverages
- Batch and chill signature cocktail or punch
Add ice and carbonated mixers just before serving
- Set up and label bar — all bottles in position
- Pre-slice garnishes — store in small bowls
Eliminates any cutting during the party
- Set out cups, napkins, and bar tools
- Fill punch bowl — keep 25-30% refrigerated as backup
Add reserved portion as bowl depletes — stays fresh
- Set up water station separately from bar
- Plan for last call — when drinks stop, guests get home
Decide end time in advance and stick to it

■ PRO DRINK PLANNING TIPS

- 2 drinks per guest in hour 1, 1 per hour after. Outdoor summer heat: add 30% to everything.
- A batched cocktail or punch bowl is the single best upgrade for any party bar over 15 guests.
- Buy ice the morning of the party. Ice stored overnight in a cooler loses 30-40% to melting.
- Always have backup bottles. Running out of a guest's favorite drink is one of hosting's most memorable fails.
- The non-alcoholic option should be as appealing as the alcoholic ones — never an afterthought.

Use our free [Party Drink Calculator](https://spoonandsip.com/party-drink-calculator/) at spoonandsip.com/party-drink-calculator/
Get exact beer, wine & liquor quantities for your guest count and party length — free!