

Wedding Bar Supplies Checklist

Everything you need for a fully stocked wedding bar

ALCOHOL

- Red wine (qty from calculator)
- White wine
- Rose wine
- Champagne / Prosecco (for toast)
- Beer - light lager option
- Beer - craft / IPA option
- Vodka
- Whiskey / Bourbon
- Gin
- Rum
- Tequila
- Signature cocktail ingredients

MIXERS & NON-ALCOHOLIC

- Club soda / sparkling water
- Tonic water
- Cola and diet cola
- Ginger beer / ginger ale
- Orange juice
- Cranberry juice
- Simple syrup
- Still water bottles
- Non-alcoholic beer or wine
- Mocktail ingredients

GARNISHES

- Lemons and limes (sliced)
- Oranges
- Maraschino cherries
- Cocktail olives
- Fresh mint
- Salt and sugar (rimming)

GLASSWARE

- Wine glasses (1.5 per guest)
- Champagne flutes (1 per guest)
- Highball / rocks glasses
- Beer glasses or bottles/cans
- Water glasses or cups

ICE & EQUIPMENT

- Ice (1.5 lbs per guest)
- Ice buckets / tubs for chilling
- Ice scoop and tongs
- Cocktail shaker and strainer
- Bottle opener and corkscrew
- Jigger / measuring tools
- Bar spoons and muddler
- Cutting board and knife
- Napkins and cocktail straws
- Trash bins near bar
- Bar towels and spill cloths

Wedding Bar Setup Timeline

Day-of - what to do and when

NIGHT BEFORE Prep & Pre-Chill

- Chill white wine, rose, beer, and champagne
- Prep garnishes - slice lemons, limes, oranges
- Mix and chill signature cocktail batches
- Confirm all quantities ordered and picked up
- Confirm bartender arrival time and contact info

4 HOURS BEFORE Bar Setup

- Set up bar table and cover with linen
- Arrange and display bottles
- Set out glassware (polish for spots)
- Set up ice station and fill ice buckets
- Stock all bar tools - shaker, jigger, opener
- Arrange mixers and non-alcoholic options
- Set up garnish tray

1 HOUR BEFORE Final Checks

- Top up ice - replace any melted ice from setup
- Open first bottles of wine for immediate service
- Confirm champagne chilled and ready for toast
- Set out cocktail napkins and straws
- Brief bartender on signature cocktail recipe
- Place drink menu or chalkboard sign at bar

DURING EVENT Keep It Running

- Monitor ice - refill every 45-60 minutes
- Restock depleted bottles and mixers
- Clear empty bottles and glasses regularly
- Pre-pour champagne flutes 15 min before toast
- Encourage water and non-alcoholic options

Wedding Bartender Checklist

Print this and hand to your bartender before the wedding

BEFORE ARRIVING

- Confirm arrival time (90 min before service)
- Review drink menu and signature cocktail recipe
- Confirm guest count and event duration
- Know the toast schedule and timing
- Bring professional tools (shakers, jiggers, opener)
- Know ID check policy for guests under 30

SETUP TASKS

- Organize bar - spirits, mixers, tools in order
- Polish all glassware before service
- Set up garnish tray in easy reach
- Fill and position ice bins
- Open initial wine bottles and taste test
- Pre-batch signature cocktail if applicable

DURING SERVICE

- Keep bar area clean and tidy throughout
- Monitor consumption - flag concerns to host
- Replenish ice every 45 minutes
- Keep non-alcoholic options visible
- Coordinate champagne pour with coordinator
- Track inventory - flag if running low

END OF NIGHT

- Stop service at agreed end time
- Inventory remaining bottles for the couple
- Clear and clean bar area
- Dispose of empties responsibly
- Return rented equipment if applicable

Need a drink calculator? Visit spoonandsip.com/wedding-bar-calculator/

Get exact quantities of wine, beer & spirits for your guest count - free!