



'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?  
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- When is the final payment due?  
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- Can I get a contract in writing?  
.....
- Do you have liquor liability insurance?  
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- What bar packages do you offer?  
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- Do you charge by the drink or bottle?  
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- How is the beer served? I.e. bottle, can, keg  
.....
- Is a champagne toast included?  
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- What is the bartender-to-guest ratio?  
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- Does the bar close at any time for breaks?  
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- Can I customize the menu? Do you create signature drinks?  
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- How do you go about cutting off guests?  
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- What is the tipping protocol?  
.....
- Do you accept cash and card?  
.....
- What will the bartenders wear?  
.....
- Can we bring in our own alcohol?  
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- Do you have any extra fees? I.e. sales tax, service fees, gratuities  
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- Do you provide wine pour service?  
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- Are you full service? I.e. provide mixers, all alcohol, garnishes, glassware  
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- What happens if the scheduled bartender has an emergency or is sick the day of the wedding?  
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- Can I host the bar for just the wedding party and/or designated people?  
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## ADDITIONAL QUESTIONS TO ASK AN OUTSIDE BAR SERVICE

- Are you available for my wedding date?  
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- How far in advance should I book with you?  
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- How many years of experience do you have?  
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- Can you share some reviews with me?  
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- What time will you be on-site?  
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- Do you have any travel fees?  
.....
- How many weddings does your company service in a day?  
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- What is your cancellation policy?  
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