

Ultimate Party Bar Checklist

BEFORE YOU START

How Many Drinks Do You Need?

At minimum, plan on two beverages per guest during the first hour of your party. You then usually need one drink per person for each hour after that. It doesn't matter what drinks you choose as this is a general rule which will help cover the minimum.

Always be prepared for a bit more if it's a hot night or you know your guests are big drinkers. Also take into consideration the number of males and females as this can have some impact on the type and amount of drinks you need. Males typically drink more than females. You can also survey some of your guests during your planning. This will help find out what they like drinking and if they are big drinkers.

STEP 1 – CREATING THE BAR



Create Your Own Bar

If you are looking to save money you can create your own bar using [trestle tables](#) or something similar. Trestle tables are cheap to either hire or buy and are very functional. If you want something a bit more exciting we usually suggest hiring a [bar](#). [Hire black/darker table cloths](#) to cover unsightly trestle tables and possible spilt drinks.



Hire A Bar

Feel Good Events has a wide selection of [Bars](#) to suit your type of party. Our bars can be decorated to match your party style or theme. Feel Good Events can custom-build a bar for you if you are looking for something unique. Our [Illuminated LED Bar's](#) suit any colour scheme and can create that extra wow factor at your event!



Set up Your Bar

The size of your bar depends on the number of guests attending. We recommend a 2m wide bar or table for parties of up to 100 guests. Add an extra 2m of bar for every 50 guests after that.

You will also need to allow room behind the bar of at least 2m for drink tubs and glasses. An extra table behind the bar for glasses and alcohol is also a great idea. You can choose to make your bar self-serve or hire in bar staff if you want a stress free event.

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☐ Choose The Right Location

The bar should be located in the same room as the dance floor or main party area. This will help to keep your guests together and create a better party experience. This will also help create better party energy! Also ensure it's easily accessible and near (but not close to) the dance floor.

☐ Keep Drinks Cold

It is important to think about how you will keep drinks cold. You have multiple options when it comes to this. You can hire or buy drink tubs and ice but this can be a lot of work and you may need to do multiple trips to get new ice. The easiest way is to hire bar fridges. These keep drinks cold and come in multiple sizes for easy service. You can also set up ice buckets filled with beer, cider, soft drinks & water throughout your event for easy access to drinks for larger events.

☐ Bar Furniture

You will also need to consider hiring both [bar stools](#) and [bar tables](#). If this is your main source of seating we usually suggest having enough seats for no more than 50% of your guests. Set these up near or around the dance floor. This will allow your guests to rest their feet and drinks as needed throughout the night.

☐ Lighting

Don't forget to [hire lighting](#)! Suitable mood lights are a must to help make the bar both functional and a feature. It's important so that the bartenders can see what they are doing but it also needs to fit the colour scheme of the party decor. Feel Good Events offer a huge range of [mood lighting](#) to suit both indoor and outdoor events. Browse our mood lighting range [here](#).

☐ Hire Our Bar Service

If you have the budget and don't want the stress of setting up your own bar, Feel Good Events can help! Our [Partyology service](#) will cover all of Step 1 and beyond so you can relax and enjoy your party! We can also organize bar staff and the drinks as well. Click [here](#) to learn more. If you are choosing to DIY we suggest you appoint a "Bar Manager" to ensure the bar is always clean and stocked with alcohol. Ensure your fridge has available space for BYOs and specialty drinks as well.

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STEP 2 - STOCKING UP THE BAR

Spirits

- Scotch ☐
- Vodka ☐
- Tequila ☐
- Bourbon ☐
- Gin ☐
- Rum ☐

Liquers

- Cointreau ☐
- Grand Mariner ☐
- Campari ☐

Beer

- Light ☐
- Heavy ☐
- Cider ☐

Garnishes

- Cucumber ☐
- Oranges ☐
- Maraschino Cherries ☐
- Lime/Lemon ☐
- Sugar/Salt ☐
- Ice ☐

Mixers

- Coke / Cola ☐
- Tonic Water ☐
- Soda Water ☐
- Lemonade ☐
- Orange Juice ☐
- Ginger Beer (Dry) ☐
- Raspberry Syrup ☐
- Grenadine ☐

Wine

- Red ☐
- White ☐

STEP 3 - BAR WARE

Glassware

Ensure you have enough glasses to cater for broken glassware and to avoid washing throughout the night.

Browse our range of [glassware for hire here](#).

- Plastic Cups ☐
- Wine Glasses ☐
- Shot Glasses ☐

- Beer Mugs ☐
- Cocktail Glasses ☐

Accessories

- Straws ☐
- Swizzle Sticks ☐
- Toothpicks ☐
- Cocktail Napkins ☐
- Decanter ☐

Tools

- Bottle Opener ☐
- Ice Bucket ☐
- Peeler ☐
- Corkscrew ☐
- Long Cocktail Spoon ☐

- Citrus Press ☐
- Cocktail Shaker ☐
- Knife ☐
- Cutting Board ☐

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STEP 4 – KEEPING IT CLEAN

Cloths
Bar Mat
Dust Pan
Paper Towels



Mop + Bucket
Rubbish Bags
Rubbish + Recycle Bins



STEP 5 – YOU'RE READY TO PARTY!

Once you have your bar and drinks set up, and you have your staff or helpers ready to go, you can enjoy the party!

It is always a good idea to get your bar staff to collect glasses and clean tables throughout the night. This also stops empty glasses getting broken and stops a lot of hassle during the night.



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