



# Private Event Bar Set Up



The following list on the next page is the party kit that I bring with me to a private event. Now, all events are different, but it pays to be prepared. One of the best tricks I learned along the way is to elevate banquet tables with pre-cut PVC pipe. (Available at Home Depot). Front bar AND Back Bar... After that... just use the below list so you don't forget anything. All this stuff is available here...

<http://thedrinkchef.com/barshop>

So before the big day... there should already be a plan in place for the theme of the party.



The theme leads to a menu, and the menu leads to a shopping list. Scroll below for a full shopping list that I use for my clients. Use the above formula and the below shopping list and you'll be throwing killer partys in no time!



PARTY ON GARTH



# Private Event Bar Set Up

Below is a listing of the parts and supplies you will need to support a private party event.

- Two Foldable 6' Banquet Tables
- 8 (Inch and a half) PVC Pipes
  - Cut to 20 Inches
- 3 Homer Buckets w/ Lids
- 4 Bus Tubs
- 1 Menu Frame
- Roll Paper Towels
- 4 Bar Rags / 1 Large Towel
- - Trash Bags
- 3 Large Table Clothes
- 1 Fruit Tray
- 4 Juice Containers / Pourers
- 2 Shaker Tins
- Two Cheater Tins
- 4 Mixing Glasses
- 2 Squeeze Bottles
- 8 Pour Spouts
- 2 Rubber Pour Pads
- Beer Bottle Opener
- Can Opener
- Wine Bottle Opener
- Pens
- Knife
- Cutting Board
- Potato Peeler
- Bar Spoon
- Hawthorne Strainer
- Muddler
- Jiggers
- Salt Rimmer
- Trash Bags
- Big Plastic Storage Bin W/ Wheels
- Big Tip Cup



Below is a shopping list that I send to the host of the party so they don't forget anything.

# PARTY ORDER SHEET

Host: ??? ???????

Contact	
Location	
Cell Phone	
Email Address	
Quote	<b>\$30 / Hr + Tips</b>

Party Theme	<b>Tamra's Spring Fling</b>
Party Date	
Friday	<b>Friday</b>
Party Time	<b>6:30 - Show Up @ 5:30</b>
# of Guests	<b>25</b>

Bartender:  
Mobile:  
Office:

## NOTES

- ◆ Beer & Wine
- ◆ & Two Cocktails
- ◆ Tequilla & Vodka

## Traditional Margarita

- ◆ Tequila
- ◆ Triple Sec
- ◆ Lime Juice
- ◆ Optional—Strawberry Puree

## Honey Thyme

- ◆ Tequila
- ◆ Triple Sec
- ◆ Lime Juice
- ◆

## Dark & Stormy

- ◆ Vodka
- ◆ Cranberry Juice
- ◆ Soda Water

## Strawberry Vodka Collins

- ◆ Vodka
- ◆ Lime Juice, Soda Water
- ◆ Strawberry Puree

ALCOHOL		FRUITS & JUICES		Equipment & Tools	
4	Vodka	2 QT	Cranberry Juice	Me	Shakers & Mixers
2	Triple Sec			Me	Strainers
4	Tequila	1.5 Gal	Simply Limeade	Me	Muddler
		1 QT	Simply Orange Juice	Me	Table Top Menu
				Me	Knife & Cutting Board
		6	Lemons	Me	Drink Ice Bin
		18	Limes	Me	Cooling Bins
		2 QT	Strawberries	Me	Ice Buckets
					Dump Bucket
<b>WINE</b>					
6 Btls	Chardonnay				
2 Btls	Cabernet				
			<b>SERVING VESSELS</b>		<b>PREP AHEAD</b>
			Plastic Wine Glasses ?		
		300	Plastic Tumblers ?	Me	Strawberry Puree
			Real Glassware ?		
<b>BEER</b>					
24 ?	Corona Light	150	Drinking Straws		
12 ?	Other Beer	150	Beverage Napkins		
<b>MIXERS</b>					
1 case	Coke				ICE*
2 case	Diet Coke				2 # of Ice per Guest
1 case	Sprite			100#	Cubed Ice
					Dry Ice
<b>WATER</b>					
2 case	Still Water				
12	Sparkling Water				

*This list is just for reference.  
Your party will be different*