

# The Checklist—Bar Staff Only

When you start planning, you may not know the answers to all these questions.

We have suggested 3 different times for you to start tackling these elements so that it doesn't feel overwhelming.

## At Booking

### Glassware

BRES Does not provide rental glassware. We do have disposable packages available upon request. Have you made arrangements for rental or disposable glassware? Please make sure you have requested BEFORE your final payment.

### Tables And Bar Set-ups

Many venues will provide all the tables you need. Many have their own bar set-ups. As such BRES does not provide tables or bar set-ups. These can be rented by the client or planner.

Call the office to set-up a consult with our Craft Cocktail Artist in Residence.  
828-357-4323

## 3 Months Out

### Menu

We need to know your bar menu. Please let us know if you plan to provide beer in kegs. Please also let us know what your signature drinks will be. Include Recipes, will you batch some or all of the ingredients?

### Ice

Does your Venue have Ice Machines/Coolers? Do you need Ice Delivery? We do not automatically provide this service. Is it on your invoice?

\*Please Note we max out at 300# of ice, anything over that amount will need to be supplied by an ice trailer. We recommend B&S Cold Storage.

B&S Cold Storage  
828-713-4303  
bscoldstorage.com

## 6 Weeks Out

### Delivery

Who is delivering your alcohol? When? If us, we should discuss the timing of your delivery\*. If using kegs, your delivery needs to be set and on ice a MINIMUM of 3 hours before first pour.

\*Last minute delivery additions contingent on availability.

### Update your Guest Count

If your guests count has changed significantly it may change staffing numbers. Before Final Payment, please confirm guest count. Include children over 2. They eat and drink too and it takes just as long to pour a coke as it does to pour a beer.

### Update your Tmeline

Does the timeline on your invoice match your final timeline? BEFORE your final payment, please ensure your timeline is correct.