

Wedding Bar Checklist

How much wine, beer, sparkling and spirit to buy for a bar of wine, beer and one or two signature cocktails. Planning estimates, with the assumptions stated.

HOW MUCH TO BUY

FOR A 5-HOUR RECEPTION	50 GUESTS	100 GUESTS	150 GUESTS
Drinks in all	250	500	750
Wine, 750 ml bottles · half red, half white	25	50	75
Sparkling wine for the toast, 750 ml	9	17	25
Beer, 12 oz (355 ml) bottles or cans	75	150	225
Signature cocktails	50	100	150
Spirit for the cocktails, 750 ml	3	6	9
Mixers and juice for the cocktails	6 liters	12 liters	18 liters
Limes or lemons	50	100	150
Ice	100 lb · 45 kg	200 lb · 90 kg	300 lb · 135 kg
Glasses, all kinds	100	200	300
Champagne flutes for the toast	50	100	150

Wine comes 12 bottles to a case, beer 24 to a case. With two signature drinks, work out each one and round each up.

THE ASSUMPTIONS

Five hours of bar, counting only guests of drinking age.

One drink a guest an hour. Some drink more, some none; it evens out.

Half the drinks wine, 30% beer, 20% signature cocktails.

Pours: wine 5 oz (150 ml), five glasses a bottle; the toast 4 oz (120 ml), six flutes a bottle; 1½ oz (45 ml) of spirit and 4 oz of mixer a cocktail.

Ice: 1 lb (½ kg) a guest for the drinks, as much again to chill bottles in tubs.

Glasses: two a guest, plus a flute each for the toast.

ADJUST FOR YOUR CROWD

Know your guests. Move the split toward beer or wine to match the people you invited.

Afternoon receptions usually pour less than evening ones; a hot day outdoors needs more ice.

Add about 10% as a cushion, and ask whether your store takes back unopened bottles.

Check the venue's rules before you buy: some require licensed bartenders or supply the alcohol themselves. Estimates, not rules: your bartender knows best.

YOUR WEDDING

WHAT	HOW	YOURS
Guests	of drinking age	
Hours	first drink to last call	
Drinks	guests × hours	
Wine, 750 ml	drinks ÷ 10	
Beer	drinks × 0.3	
Cocktails	drinks ÷ 5	
Spirit, 750 ml	cocktails ÷ 17	
Toast, 750 ml	guests ÷ 6	
Ice, lb	guests × 2	
Glasses	guests × 2, plus flutes	



Celebration cocktails to choose from
24cocktails.com/occasion/celebration

Bar Supplies and Timeline

THE TIMELINE

6 to 9 months before

Ask the venue about its alcohol policy: licensed bartenders, corkage, what you may bring. Decide the bar: beer and wine, signature cocktails, or a full bar.

2 months before

Choose one or two signature cocktails and a zero-proof drink. Make them at home and taste them.

2 weeks before

Confirm the head count and adjust the order. Buy mixers, napkins and straws.

The day before

Deliver the drinks to the venue. Chill wine, beer and sparkling. Buy citrus and garnishes.

3 months before

Book the bartenders; ask how many your guest count needs. Price out wine, beer and spirits.

1 month before

Order the wine, beer and spirits. Rent glasses and order ice delivery for the day.

1 week before

Send the bartenders the recipes and the quantities. Print the signature drinks sign.

The day

Ice arrives. Squeeze the citrus, set up the bar and a water station. Pour the toast just before the speeches.

GLASSWARE

- ☐ Wine glasses
- ☐ Champagne flutes
- ☐ Rocks or highball glasses
- ☐ Beer glasses, if you pour draft
- ☐ Water glasses
- ☐ A few spares of each

BAR TOOLS

- ☐ Jiggers
- ☐ Shakers and strainers
- ☐ Bar spoons
- ☐ Pitchers for the batched cocktail
- ☐ Ice scoops and tubs
- ☐ Corkscrews, bottle openers

ALSO ON THE BAR

- ☐ Citrus press, knives, boards
- ☐ Garnish trays
- ☐ Cocktail napkins, straws
- ☐ Bar towels
- ☐ Trash and recycling bins
- ☐ The signature drinks sign

SIGNATURE COCKTAILS FOR A CROWD

Choose drinks that are built in the glass or batched ahead, so the line at the bar keeps moving.
Premix spirits and syrups the day before; add citrus on the day and bubbles and ice only in the glass.
Offer a zero-proof signature too, made with the same care.



CROWD-FRIENDLY SIGNATURES



French 75 CHAMPAGNE FLUTE •
SHAKEN
1 oz gin • 1/2 oz fresh lemon juice •
1/2 oz simple syrup • 3 oz
Champagne or dry sparkling wine



Paloma HIGHBALL • BUILT
2 oz blanco tequila • 1/2 oz fresh
lime juice • 1 pinch salt • 4 oz
grapefruit soda



Aperol Spritz WHITE WINE
GLASS • BUILT
3 oz prosecco • 2 oz Aperol • 1 oz
soda water



Moscow Mule COPPER MUG •
BUILT
2 oz vodka • 1/2 oz fresh lime juice •
4 oz ginger beer

THE BAR IS OPEN



Signature *Drinks*

Two favorites, mixed to order

- ♦ **French 75** · gin, lemon, a little sugar, Champagne
- ♦ **Paloma** · tequila, fresh lime, grapefruit soda
- ♦ **Shirley Temple** · zero-proof: ginger ale, grenadine, a cherry