

Wedding Alcohol & Bar Planning Worksheet

Plan the bar, beverages, timing, guest experience, and transportation details before the wedding day.

Couple: _____	Wedding Date: _____
Venue: _____	Estimated Guest Count: _____
Bar Contact: _____	Bar Budget: _____

1. Choose Your Bar Style

Option	Yes	No	Notes
Open bar	☐	☐	
Hosted beer & wine only	☐	☐	
Hosted beer, wine & limited spirits	☐	☐	
Cash bar	☐	☐	
Drink tickets	☐	☐	
Signature drinks only	☐	☐	
Nonalcoholic wedding	☐	☐	
Combination / custom plan	☐	☐	

2. Bar Hours & Timing

Moment	Start Time	End Time	Notes
Pre-ceremony service			
Cocktail / social hour			
Dinner service			
Open dancing			
Last call			
Bar closes			

3. Beverage Selection

- ☐ Beer selections chosen.
- ☐ Wine selections chosen.
- ☐ Spirits / liquor selections chosen.
- ☐ Champagne / sparkling wine needed for toasts.
- ☐ Hard seltzers / canned cocktails considered.
- ☐ Nonalcoholic beer / wine options considered.
- ☐ Soft drinks and mixers selected.
- ☐ Water stations planned.
- ☐ Coffee / tea service planned if desired.

4. Signature Drinks

Drink Name	Ingredients / Description	Alcoholic?	Garnish / Notes
Signature Drink 1			
Signature Drink 2			
Mocktail / Zero-Proof Drink			

5. Guest Beverage Planning

Category	Estimated Guests	Notes
Guests age 21+		
Guests under 21		
Guests not drinking alcohol		
Guests needing nonalcoholic alternatives		
Children		
Vendors needing water / soft drinks		

6. Nonalcoholic Options

- ☐ Water available throughout the reception.
- ☐ Sparkling water / flavored water.
- ☐ Soft drinks / soda.
- ☐ Juice / lemonade / iced tea.
- ☐ Coffee and hot tea.
- ☐ Zero-proof signature drink / mocktail.
- ☐ Nonalcoholic beer or wine if appropriate.
- ☐ Attractive glassware and garnishes for nonalcoholic drinks.

7. Bartenders, ID Checks & Service Rules

- ☐ Confirm how many bartenders are included or required for the guest count.
- ☐ Confirm whether bartenders are venue staff, caterer staff, or separately hired.
- ☐ Confirm who is responsible for checking identification.
- ☐ Ask what forms of ID are accepted.
- ☐ Confirm whether wristbands, drink tickets, or other age-identification systems are used.
- ☐ Ask about the venue / caterer's policy for refusing service to an intoxicated guest.
- ☐ Confirm whether shots, doubles, drinking games, or self-service alcohol are restricted.
- ☐ Confirm whether guests may bring their own alcohol.
- ☐ Confirm who is responsible for purchasing and supplying alcohol.
- ☐ Confirm whether alcohol service must stop at a specific time.

8. Venue / Caterer Bar Rules

Rule / Question	Answer / Notes
Outside alcohol permitted?	
Corkage fee?	
Bottle-opening fee?	
Minimum beverage spend?	
Service charge / gratuity?	
Bartender fee?	
Security required?	
Last-call requirement?	
Alcohol must remain in designated area?	

9. Bar Budget & Cost Tracker

Expense	Estimated	Actual	Paid?
Bar package / alcohol			☐
Bartenders			☐
Service charge / gratuity			☐
Corkage / bottle fees			☐
Champagne / toast beverages			☐
Signature drink ingredients			☐
Nonalcoholic beverages			☐
Ice / coolers / tubs			☐
Glassware / rentals			☐
Security			☐
Other			☐
TOTAL			

10. Last Call & End-of-Night Plan

- ☐ Choose a last-call time that fits the venue's rules and reception timeline.
- ☐ Tell the DJ / MC when last call should be announced, if an announcement is desired.
- ☐ Avoid placing last call in the middle of a major formal moment.
- ☐ Confirm whether water, coffee, or soft drinks remain available after alcohol service ends.
- ☐ Plan safe rides for guests who should not drive.
- ☐ Confirm shuttle departure times before the reception begins.
- ☐ Identify local taxi / rideshare options if available.
- ☐ Make sure guests know whether overnight parking is allowed at the venue.
- ☐ Assign a trusted person to help handle transportation issues if needed.

11. Safe Transportation Plan

Option	Contact / Details	Confirmed?
Hotel shuttle		☐
Private bus / shuttle		☐
Rideshare		☐
Taxi service		☐
Designated drivers		☐
Overnight parking		☐
Other		☐

12. Final Bar Checklist

- ☐ Bar package and pricing are confirmed in writing.
- ☐ Bartender count and service hours are confirmed.
- ☐ Alcohol and beverage selections are finalized.
- ☐ Signature drinks / mocktails are finalized.
- ☐ Nonalcoholic options are sufficient and easy to access.
- ☐ ID-checking procedure is understood.
- ☐ Last-call and closing times are confirmed.
- ☐ Venue alcohol restrictions are understood.
- ☐ Final guest count has been provided.
- ☐ Transportation / safe-ride plan is in place.
- ☐ The DJ / MC knows any bar announcements that should or should not be made.

Bar Planning Notes

Planning Tip: A great wedding bar is about guest experience, not just alcohol. Make water and appealing nonalcoholic choices easy to find, confirm service rules in advance, and have a safe transportation plan before the celebration begins.