



BARTEND

LONG ISLAND

Bartend Long Island – Event Flow Checklist

This checklist is designed to guide Bartend Long Island bartenders through the flow of a private event. Print and bring this sheet to every gig for smooth execution and consistent service.

Arrival & Setup (1 hour early)

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| • Arrive on time in BartendLI uniform (shirt provided). |
| • Unload bar, tools, mixers, garnishes, ice, and disposables. |
| • Set up portable bar, cooler, dump sink, and garbage. |
| • Organize garnishes and tools for quick service. |
| • Confirm alcohol supply with the client. |

Service (3–5 hrs)

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| • Keep bar area clean and organized. |
| • Serve drinks quickly and professionally. |
| • Restock mixers, garnishes, and ice as needed. |
| • Engage with guests in a friendly and approachable manner. |
| • Ensure responsible alcohol service. |

Cleanup & Breakdown

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| • Pack up all bar tools and equipment. |
| • Dispose of garbage in provided bins or bags. |
| • Break down portable bar and load vehicle. |
| • Wipe surfaces and leave client's space tidy. |
| • Thank the client before leaving. |