

hostily

The word 'hostily' is written in a large, white, lowercase, sans-serif font. The letters are filled with white and have various black icons integrated into them. The 'h' has a balloon on top. The 'o' has a bottle and a star. The 's' has musical notes. The 't' has a wine glass. The 'l' has a tray with a martini glass and a star. The 'y' has a bouquet of flowers. Below the 'o' is a white bow tie.

EVENT SUCCESS TIPS
& PREPARATION CHECKLIST

EVENT PREPARATION CHECKLIST

The best hosts prepare beforehand. Review our checklist and tips to help with everything from gathering the right materials to guiding your staff during the event.

KITCHEN & DINING

- Table linens (if applicable)
- Flower arrangements
- Place settings and chargers (if applicable)
- Glassware
- Flatware
- Napkins
- Cocktail napkins
- Candles/votives
- Buffet chafing dishes and sternos (if applicable)
- Serveware
- Serving trays
- Charcuterie board and/or appetizer dishes

BAR SET UP

- Bar table
- Linens (if applicable)
- Glassware and/or plasticware
- Cocktail napkins
- Stirrers
- Mixers
- Liquor
- Ice
- Cooler
- Water
- Pitchers
- Cutting board with knife
- Cocktail accoutrements (e.g. lime wedges)
- Wine bottle stopper

GUEST BATHROOM

- Hand towels
- Hand soap
- Hand cream
- New roll of toilet paper
- Extra toilet paper rolls
- Votive candle and/or diffuser

ADDITIONAL/OTHER

- Coasters
- Party favors (if applicable)
- Sound system/playlist
- Post-its (for labeling serveware/buffet)
- Trash bags
- Paper towels
- Lighter/matches
- Aluminum foil
- Storage bags and/or containers
- Disposable gloves for staff

BAR PREPARATION CHECKLIST

Hostly Bartenders come prepared with their Bar Kits including cocktail shakers, spoon, jiggers, muddlers, strainers and pourers. Below are additional items to have handy.

ICE CALCULATION

We recommend having at least one pound of ice per guest. Make room in your freezers and have coolers available.

BARTENDING TOOLS & ACCESSORIES

- Glasses (ex. highball, collins, rocks, martini, shot, wine, champagne)
- Cocktail shakers, spoon, jiggers, muddlers, strainer, pourers (*brought by your Bartender)
- Citrus juicers
- Bottle opener
- Wine opener
- Cutting board & knife
- Napkins
- Bar towels
- Containers or bowls for garnishes & bitters
- Ice & ice bucket
- Cooler for ice
- Straws and stirrers (optional)

ALCOHOL SELECTION

- Tequila
- Gin
- Whiskey and/or Scotch
- Bourbon
- Vodka
- Mezcal
- Rum
- Champagne and/or Prosecco
- Wine

ESSENTIAL MIXERS

- Club soda
- Tonic water
- Ginger ale
- Cola and Diet Cola
- Lemon-lime soda
- Lemon-lime juice
- Orange juice
- Pineapple juice
- Ginger beer

ADDITIONAL BAR INGREDIENTS

- Triple Sec: Used in Margaritas, Cosmopolitans, Mai Tais
- Grenadine: Used in Shirley Temples, Tequila Sunrise, Bahama Mama
- Simple Syrup (or Agave Nectar): Used in Caipirinhas, Mojitos, Ice Tea, Lemonade
- Bitters: Used in Old Fashioned, Mojitos, Manhattans, Rum Punch
- Garnishes (Lemons, Limes, Oranges, Maraschino Cherries, Olives, Mint, Salt & Sugar)

EVENT SUCCESS TIPS

PRIOR TO STAFF ARRIVAL

- Have supplies (i.e. glassware, plates, trays, serveware, etc.) inventoried in a separate area for more efficient set up
- Identify and label your serving dishes with post-it notes to identify where staff should place each food item
- Lower AC if indoors by 3-4 degrees per norm or crack open a window during winter
- Empty dishwasher prior to the event to have it ready to be filled
- Make space in your refrigerator and freezer to store food, dessert, leftovers and ice
- Ensure you have extra trash bags readily available. Place extras at the bottom of the bins for easy access
- Ensure the restroom is stocked with extra toilet paper, a lit scented candle, guest towel and/or disposable hand towels

UPON STAFF ARRIVAL

- Provide staff with tour of key areas (ie. bar area, buffet stations, dining area, restroom)
- Identify location of important items (ie. flatware, plates, trash, recycling)
 - Using Post-its, you may consider labeling the designated places
- Provide service expectations and timelines to follow throughout event:
 - Provide staff with directions such as:
 - Offering beverages to guests
 - Passing any hors d'oeuvres
 - Warming of food
 - Confirm at what time you would like food to be served
 - If a seated dinner, confirm whom to serve first
 - Confirm at what time you would like to transition to dessert (e.g. serve cake)
 - Discuss table service needs (e.g. refilling of water/beverage glasses, clearing of table, offering coffee/tea, etc.)
 - Clearing of used glasses/plates/napkins left behind by guests during event
 - Kitchen clean up and dishwasher loading (Tip: Advise beforehand which plateware, flatware, glassware and serveware CANNOT be placed in the dishwasher)
 - Identify where to place trash bags outside of home

PRO TIPS

PREP GARNISHES IN ADVANCE

- Lemons and limes can be pre-sliced, stored in a storage container or arranged on a serving plate, wrapped in cling-film and kept refrigerated until needed.

USE THE RIGHT COCKTAIL GLASS

- Highball Glass: Used to serve a variety of cocktails in the tall, straight-side glass with lots of ice and a high ratio of mixers (Serve: Rum and Coke, Gin and Tonic)
- Collins Glass: Sometimes confused with the highball glass, the Collins glass is actually taller and more narrow than the highball. The cylindrical shape is ideal for drinks that are served with a lot of ice (Serve: Tom Collins, Gin Fizz)
- Rocks Glass: Short and wide with a heavy bottom, used for spirits served neat (Serve: Old Fashioned)
- Martini Glass: V-shaped bowl designed for sipping strained, chilled cocktails (Serve: Martini, Cosmopolitan)
- Copper Mug: Ideal for keeping drinks cold (Serve: Moscow Mule, Mint Julep)
- Margarita Glass: Feature an iconic shape that's easy to hold and provides plenty of room for garnishes (Serve: Margarita, Daiquiri)
- Snifter Glass: A short, stemmed glass with a wide bowl and narrow rim that concentrates the aroma of the spirit at the top of the glass. (Serve: Brandy, Cognac, Whiskey)

CALCULATING HOW MANY DRINKS PER GUEST

- Expect guests to want two drinks the first hour, and one drink every hour after that.
- Drinks can be cocktails, beer, wine, or nonalcoholic beverages.
- Remember guests will expect a fresh glass every time they come back for a drink.

Note: There are 25 ounces or an average of 16 shots in a 750-milliliter bottle. Use this to estimate how many bottles of each ingredient you need. For the base spirits (e.g., tequila, vodka, whiskey, etc.), add one extra bottle just in case.

PRO TIPS

CALCULATING HOW MANY DRINKS PER GUEST

The below recommendations are to be used as a guide as you know your guest's taste best. Make adjustments as needed for your event.

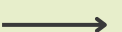
Recommended Liquor Stock for a Full Bar:

| | 10-24 Guests | 25-59 Guests | 60-100 Guests |
|-----------------------|--------------|--------------|---------------|
| TEQUILA | 2 bottles | 3 bottles | 4 bottles |
| GIN | 2 bottles | 2 bottles | 3 bottles |
| RUM | 2 bottles | 2 bottles | 3 bottles |
| VODKA | 2 bottles | 2 bottles | 3 bottles |
| WHISKEY | 2 bottles | 2 bottles | 3 bottles |
| BOURBON | 1 bottle | 1 bottle | 2 bottles |
| SCOTCH | 1 bottle | 2 bottles | 2 bottles |
| DRY VERMOUTH | 1 bottle | 1 bottle | 1 bottle |
| SWEET VERMOUTH | 1 bottle | 1 bottle | 1 bottle |

*One bottle refers to a standard 750ml bottle.

Mixer Stock for a Full Bar:

| | 10-24 Guests | 25-59 Guests | 60-100 Guests |
|-------------------------|--------------|--------------|---------------|
| CLUB SODA | 3 two-liters | 4 two-liters | 5 two-liters |
| GINGER ALE | 2 two-liters | 3 bottles | 4 two-liters |
| COLA | 3 two-liters | 3 two-liters | 4 two-liters |
| DIET COLA | 3 two-liters | 3 two-liters | 4 two-liters |
| LEMON/LIME SODA | 2 two-liters | 3 two-liters | 4 two-liters |
| TONIC | 2 two-liters | 3 two-liters | 3 two-liters |
| ORANGE JUICE | 2 quarts | 3 quarts | 3 quarts |
| LEMON/LIME JUICE | 12 ounces | 32 ounces | 48 ounces |
| OTHER JUICES | 2 quarts | 3 quarts | 3 quarts |
| SIMPLE SYRUP | 1 bottle | 2 bottles | 2 bottles |



PRO TIPS

CALCULATING HOW MANY DRINKS PER GUEST

Wine, Beer and Spirits Bar

Allow up to 2 cocktails, 2 beers, 2 mixers and a glass of wine.

- For a party of 50 guests, that translates to between 12-13 dozen beers, 9 dozen mixers and 20 bottles of wine
- Look into buying 6x 750ml bottles for 50 guests - that will mix up 100 cocktails

Wine and Beer Bar

Allow up to 3 beers, 2 mixers, and 2 glasses of wine per head.

- For a party of 50 guests, that translates to between 12-13 dozen beers, 9 dozen mixers and 20 bottles of wine.
- You can add two bottles of cordial (orange and lime are generally the most popular), a bottle of bitters, and fruit juice options to diversify the choices.
- If the weather is colder, buy more red wine versus white. Otherwise, your wine could be 6 bottles of dry white, 6 bottles of a fruitier white, 4 bottles of sparkling wine, and 4 bottles of red.
- Have at least 3 different types of beer to choose from

Wine and Beer Bar Stock

| | 10-24 Guests | 25-59 Guests | 60-100 Guests |
|-----------------------|--------------|--------------|---------------|
| BEER | 50 bottles | 80 bottles | 100 bottles |
| WHITE WINE | 7 bottles | 8 bottles | 11 bottles |
| RED WINE | 5 bottles | 7 bottles | 9 bottles |
| SPARKLING WINE | 4 bottles | 6 bottles | 8 bottles |

*Please use as a guide as you know your guest's taste best. You should adjust as needed for your event.