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Beverages and Beverage Service

How Much to Buy, and What to Have on Hand

- Most guests consume 2 drinks per person per hour for the first 2 hours and then 1 per person per hour.
- You should plan on 3 to 4 drinks per person for a 3-hour cocktail party.
- You should plan on 2 glasses of wine with formal dinner (4 oz. each)

Setup and Staffing for Beverages:

- 1 bar for up to 100 guests, plus another for each 100 additional guests
- 1 bartender for each 50 guests
- 1 coffee station for each 75 guests

How many drinks per bottle?

- One keg of beer = 160 servings (use smaller cups for larger parties)
- One Fifth (750 ml) = 16 drinks (1.5 oz. pour)
- One Liter (35.6 oz.) = 23 drinks (1.5 oz. pour)
- One Quart (32 oz.) = 5 glasses (6 oz. each)
- One Bottle of wine (24 oz.) = 5 glasses (4 oz. each)
- One Gallon of Wine (128 oz.) = 32 glasses (4 oz. each)
- One Gallon of Punch (128 oz.) = 20 servings (6 oz. each)
- Soda: 2-Liter bottle = 8 servings
- Coffee: Figure a little more for seated dinners, and a little less for other parties
calculate 6 oz. per guest, if using 8 oz. cups
calculate 10 oz. per guest, if using 12 oz. cups

The Basics of a Stocked Bar

- For a fully stocked bar for 100 guests, purchase 2 bottles (750ml) of vodka, and at least one bottle each of gin, bourbon/whiskey, rum, tequila & vermouth
- Have red & white wine, plus regular & light beer available, too. Champagne for special events!
- You should also have essential mixers like cola, lemon-lime, club soda and tonic water, plus orange, tomato and cranberry juice. Concentrate in cans that you reconstitute with water is most economical.
- Don't forget garnishes: olives, onions, lemons, limes, oranges, cherries & mint.
- All glassware can be rented, but to save costs, go with nice-looking disposables - even stemware!
- For rented glassware, select wine glasses, highballs, and double old-fashioned glasses, plus martini glasses if you're doing martinis. For disposables, go with 10 oz. crystal-clear plastic tumblers. (guests often misplace their full cups and waste half of their drinks.)
- Stock 1 pound of ice per person. More for an outdoor, warm-weather party, or to chill soda/wine. Reduce to 1/2 pound of ice per person for pre-chilled beverages or if the party is to be under 2 hours.
- Other elements: ice bucket & tongs, shaker, corkscrew, jigger, swizzle sticks, napkins and toothpicks... all of which can be rented from Chef JoAnna if you'd like to do your own bar.

Chef JoAnna can recommend a full service bartender, who will bring everything you need, or an additional server to mix drinks and pour the wines, beers and liquors you provide.