

Bar Opening Procedures Checklist

Opening Task	Initial When Complete
Unlock beer and wine coolers.	
Prepare beer taps.	
Stock all bottled beverages.	
Prepare all garnishes and skewers: Oranges <input type="checkbox"/> Lemons <input type="checkbox"/> Limes <input type="checkbox"/> Celery <input type="checkbox"/>	
Prepare all mixers: Sweet & Sour <input type="checkbox"/> Pina Colada Mix <input type="checkbox"/> Bloody Mary Mix <input type="checkbox"/> Juices <input type="checkbox"/>	
Stock all service wells: Straws <input type="checkbox"/> Napkins <input type="checkbox"/> Rim Salter <input type="checkbox"/> Coasters <input type="checkbox"/> Skewers <input type="checkbox"/>	
Stock clean glasses.	
Set up blenders and mixers at all service wells.	
Fill all ice bins.	
Check all inventory back-ups.	
Stock menus.	
Fill bar sink compartments.	
Set up espresso machine.	
Make sure all cash drawers are counted and assigned.	
Make sure all trash cans are empty and lined.	
Turn on music, TV or other entertainment.	
Turn on neon lights and signs.	