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Drinks party planning checklist



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D R I N K S P A R T Y P L A N N I N G

drinks planner

Guests · ____ **Duration:** ____hrs **Format:** standing ☐ mixed ☐

Wine calculation · 1 bottle = 5 glasses · target: 2–3 glasses per person per hour

Wine needed · ____ bottles **Beer / alternatives:** ____

Soft drinks and water · 2 litres per 10 guests: ____ litres **Ice:** ____kg

Food · Nibbles: ☐ Canapes: ☐ Per head approx: £____

Glasses · Own: ____ Hire: ____ (target 2 per person + spares)

Venue · Furniture moved: ☐ Space for coats: ☐ Music: ☐

A G O O D D R I N K S P A R T Y N E E D S J U S T
T H R E E T H I N G S : G O O D G U E S T S , G O O D
D R I N K S , G O O D M U S I C

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