THE ELEMENT GUIDE TO

BAR PLANNING & STAFFING CHART

THE RIGHT BAR. THE PERFECT POUR.

GUEST COUNT	50 GUESTS	100 GUESTS	150 GUESTS	200 GUESTS	300 GUESTS
BAR SETUPS (PHYSICAL LOCATIONS)	1	1–2	2	2–3	3–4
BARTENDERS NEEDED	1–2	2–3	3–4	4–5	6 +

BAR STAFFING GUIDE

BAR TYPE	GUESTS PER BARTENDER	SERVICE LEVEL
BEER & WINE ONLY	75–90 GUESTS	FASTEST SERVICE
FULL BAR (WITH LIQUOR)	35–50 GUESTS	MODERATE SERVICE
SIGNATURE COCKTAILS	75 GUESTS	CONSIDER ADDITIONAL SUPPORT STAFF

BARBACK RECOMMENDATIONS

GUESTS COUNT	BARBACKS
UP TO 150 GUESTS	OPTIONAL
150–300 GUESTS	1 BARBACK
300+ GUESTS	2+ BARBACKS

BARBACKS HELP WITH:

- RESTOCKING ICE
- REFILLING MIXERS
- GLASSWARE MANAGEMENT
- KEEPING BARTENDERS FOCUSED

DRINK CALCULATOR

GENERAL RULE

APPROXIMATELY **1 DRINK** PER GUEST PER HOUR

QUICK REFERENCE (4-HOUR EVENT)

GUESTS	DRINKS TO STOCK
50	200 DRINKS
100	400 DRINKS
150	600 DRINKS
200	800 DRINKS
300	1,200 DRINKS

BAR PLACEMENT GUIDE

COCKTAIL HOUR AREA	RECEPTION SPACE	LARGE VENUES	MULTI-LEVEL VENUES	NEAR DANCE FLOOR
REDUCES OPENING RUSH	CENTRAL SERVICE POINT	MULTIPLE SMALLER BARS PREFERRED	ONE BAR PER LEVEL	MAXIMIZES CONVENIENCE

PEAK DEMAND TIPS

POST-CEREMONY RUSH	LARGE COCKTAIL HOUR	SIGNATURE COCKTAIL SERVICE	HIGH GUEST COUNTS
ADD EXTRA BARTENDER	ADD SATELLITE BAR	PRE-BATCH OR PRE-POUR DRINKS	MULTIPLE SERVICE STATIONS

THE ELEMENT BAR FORMULA

BAR + BARTENDERS + ICE + MIXERS + BEVERAGES

= FAST SERVICE & HAPPY GUESTS

ELEMENT
EVENT SOLUTIONS

Thoughtful planning. Elevated experiences.

WE BRING IT ALL TOGETHER.