

# Party Planning Guide

## HOW TO MAKE THE CALCULATIONS

Start with your best guess of the drinking habits of your guests. Divide the number of guests between the types of beverages you plan to serve. For example, if you choose to offer wine, beer and alcohol-free beverages, then figure the number of servings for each category, calculating one drink every 45 minutes, or 6 drinks every 4 hours. Finally match the total servings to the chart on the left.

### EXAMPLE:

50 guests for a 4 hour event  
 30 will drink wine x 6 drinks = 180 servings  
 10 will drink beer x 6 drinks = 60 servings  
 10 will drink alc-free x 6 drinks = 60 servings  
 1 Bartender and 1 Bar Back



### IN THIS EXAMPLE, YOU WOULD NEED:

wine = 2 case = 160 servings  
 beer = 10 six packs = 60 servings  
 alcohol-free Wine = 6-750 ml bottles = 30 servings  
 Spirits = 2-1.75 Liter bottles = 78 servings  
 2 Staff from BartenderGirl.Com

If you don't know what the drinking habits of your guests are, you will need to overestimate an equal division of all categories. For example, using the same 50 people above, with the same beverage offering, assume 25 will drink wine or alcoholic beverages, 25 will drink beer and 25 will drink alcohol-free. It may seem that you're buying more than you need, but your guests won't be disappointed.

## BEVERAGES SERVING SIZES

When planning an event, the average consumption per person is one drink every 45 minutes. If the event will last 4 hours, plan on 6 drinks per person.

### WINE & CHAMPAGNE

BOTTLE SIZE	# OF OUNCES	# OF SERVINGS
750 ml	25.4	5
1.5 liter	50.7	10
1 case	304.8	60

(1 serving = 5 oz)

### SPIRITS

BOTTLE SIZE	# OF OUNCES	# OF SERVINGS
750 ml	25.4	16
1 liter	33.8	22
1.75 liter	59.2	39

(1 serving = 1.5 oz jigger)

### BEER

KEG SIZE	# OF 12 OZ SERVINGS	# OF 16 OZ SERVINGS
5 gallons	53	40
7.75 gallons	82	62
13.2 gallons	140	105
15.5 gallons	164	124

(1 serving = 1-12 oz bottle or 16 oz pub glass)

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**B**artenderGirl.Com is like no other company with whom you will ever work. We coordinate events, design invitations, create themes, bring the staffs, work with flowers and food, and do it with a definite flair.

Our events are fun, our style distinctive and our attention to detail unmistakable. We handle the vendors, create amazing concepts and stir up an energy and excitement of which the competition is incapable.

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