

# Happy Hour Checklist

## When

## What

14 Days prior

Determine event location  
Create flyer

  

10 Days prior

Finalize flyer  
Provide flyers to partners and clients  
Email flyers to staff  
Request RSVP's and provide date  
Post flyers in office

  
  
  
  

7 Days prior

Send reminder to partners and clients  
Remind staff

  

Morning of

Check RSVP totals

Afternoon of

Provide admin with head count & RSVP list

Evening of

Arrive at venue approximately 15 minutes prior  
Determine appetizers to order  
Provide credit card to bartender  
Advise who is covered on tab  
Place order, pending arrival of guests  
Take photos

  
  
  
  
  

Day after

Post photos on Facebook/social media and tag appropriate parties