

Happy Hour Checklist

When

What

14 Days prior

Determine event location
Create flyer

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10 Days prior

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

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7 Days prior

Send reminder to partners and clients
Remind staff

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Morning of

Check RSVP totals

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Afternoon of

Provide admin with head count & RSVP list

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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

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Day after

Post photos on Facebook/social media and tag appropriate parties

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