



BUSINESS MANAGEMENT PLANNER

BAR & ALCOHOL MANAGEMENT

OPERATE • ORGANIZE • GROW

This planner belongs to:

Bar Information



GENERAL INFORMATION		
RESTAURANT NAME:		BUSINESS TYPE:
CUISINE TYPE:		YEAR ESTABLISHED:
OWNER NAME(S):		GENERAL MANAGER:
LOCATION - CONTACT INFORMATION		
STREET ADDRESS:		MAIN PHONE:
CITY:		SECONDARY PHONE:
STATE:		EMAIL ADDRESS:
ZIP CODE:		WEBSITE:
IMPORTANT BUSINESS DETAILS		
BUSINESS LICENSE NUMBER:		
HEALTH DEPARTMENT PERMIT NUMBER:		
ALCOHOL LICENSE NUMBER:		
POS SYSTEM USED:		
RESERVATION SYSTEM USED:		
WIFI NETWORK NAME:		
WIFI PASSWORD:		
OPERATING HOURS		
DAY	OPEN	CLOSED
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
NOTES		

NOTES

Alcohol Inventory



NAME:				SHIFT:		DATE:		MANAGER INITIALS:		
START OF SHIFT				ALCOHOL TYPE		END OF SHIFT				DAYS END
MAIN BAR		STORE ROOM				MAIN BAR		STORE ROOM		RE-ORDER?
BOTTLE	OZ	BOTTLE	OZ			BOTTLE	OZ	BOTTLE	OZ	
NOTES										

Beer Inventory



NAME:						SHIFT:		DATE:			MANAGER INITIALS:			
START OF SHIFT						BEER TYPE	END OF SHIFT						DAYS END	
MAIN BAR			STORE ROOM				MAIN BAR			STORE ROOM			RE-ORDER?	
KEG	BOTTLE	CAN	KEG	BOTTLE	CAN		KEG	BOTTLE	CAN	KEG	BOTTLE	CAN		
NOTES														

Bartender Checklist



DATE:

SHIFT:



OPENING DUTIES

☐

STOCK LIQUOR BOTTLES

☐

STOCK BEER AND WINE

☐

PREPARE GARNISHES

☐

CHECK GLASSWARE SUPPLY

☐

PREPARE BAR TOOLS

☐☐☐

DURING SHIFT

☐

MONITOR ALCOHOL INVENTORY

☐

MAINTAIN CLEAN BAR AREA

☐

RESTOCK AS NEEDED

☐

VERIFY ID'S

☐☐☐☐

CLOSING DUTIES

☐

CLEAN BAR SURFACE

☐

WASH BAR TOOLS

☐

RESTOCK BAR ITEMS

☐

SECURE ALCOHOL STORAGE

☐

COUNT BAR CASH DRAWER

☐☐☐

BARTENDER SIGNATURE:



Thank You

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stay organized, plan with confidence, and reach your goals.

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