

Do-It-Yourself Drink Decoder

Purchasing the alcohol yourselves is a good money-saving option. Use this worksheet to figure out amounts and double-check your math with your caterer or bartender. These are averages. You know your crowd best, so buy accordingly (that is, if your friends love to do tequila shots, one bottle won't be enough).

Determine how much of each alcohol you need for each aspect of your reception:

Open-bar amounts (per 100 people):

Fluid	# per 100 guests	Your Totals
Champagne	18 bottles	_____
Red wine	10 bottles	_____
White wine	18 bottles	_____
Beer	2–3 cases	_____
Whiskey	1–2 liters	_____
Bourbon	1–2 liters	_____
Gin	2 liters	_____
Scotch	3 liters	_____
Rum	2 liters	_____
Vodka	6 liters	_____
Tequila	1 liter	_____
Dry vermouth	2 bottles	_____
Sweet vermouth	2 bottles	_____
Tonic	1 case	_____
Club soda	1 case	_____
Cranberry juice	2 gallons	_____
Orange juice	1 gallon	_____
Grapefruit juice	1 gallon	_____
Other (for specialty cocktail): _____		_____

Champagne toast: 1½ cases (18 bottles) per 100 guests _____
 (assumes 6 glasses per bottle, 1 glass per person)

Wine for dinner: 4+ cases (50 bottles) per 100 guests _____
 (assumes 4–6 glasses per bottle, 2 glasses per person)

Note: If you are serving white, buy more; if you are serving red, buy shy (in other words, people tend to drink more when they drink white wine). If you are serving both red and white, the breakdown should be about fifty-fifty, or two cases red and two cases white per hundred people.

- Locate a liquor discounter or wholesaler. (If your caterer cannot provide you with a referral, look in the yellow pages under "Liquor" for ads that mention discounts and delivery.)

Company: _____

Company: _____

Contact: _____

Contact: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Price quote: \$ _____

Price quote: \$ _____

Notes: _____

Notes: _____

- Send list of needs to two liquor suppliers and ask for detailed price quote (including tax and delivery charge, if any).
- Find out when you need to deliver liquor to caterer.
- Order and pay for with credit card.
- Make sure you are faxed a written receipt that includes:
- List of all items and amounts ordered
 - What items (if any) will arrived chilled
 - Delivery date, time
 - Exact delivery address
- Confirm that caterer or bartender is supplying tools (shakers, ice tongs, etc.)
- Confirm that caterer or bartender will do all prep work (for example, cutting limes)
- Confirm that caterer is renting enough glasses for the drinking you have envisioned (for example, if you are having a champagne toast, you will need a flute for each guest).
- When alcohol is delivered, expect to tip at least \$20-\$30.