

SOP Template: Bar Opening Checklist and Venue Preparation

This SOP details the **bar opening checklist and venue preparation** process, ensuring the bar is fully stocked, clean, and operational before service begins. It covers tasks such as inspecting and setting up bar equipment, replenishing stock and supplies, verifying cleanliness and hygiene standards, preparing garnishes and mixers, testing lighting and sound systems, reviewing staff assignments, and conducting safety checks. The goal is to create a welcoming and efficient environment ready to provide exceptional service to patrons.

1. Objectives

- Ensure the bar is clean, safe, and organized before opening.
- Verify all stock, equipment, and systems are prepared and operational.
- Maintain high standards of hospitality, hygiene, and professionalism.

2. Responsibilities

- **Bar Manager:** Oversee the opening process, assign tasks, verify readiness.
- **Bar Staff:** Carry out checklist tasks as assigned.
- **Support/Housekeeping:** Assist in venue cleanliness and supply restocking.

3. Bar Opening Checklist

Task	Responsible	Completed (âœ“)
Visually inspect bar area and front of house for cleanliness	Bar Staff/Support	
Check and clean all glassware, utensils, and tools	Bar Staff	
Sanitize countertops, sinks, and workstations	Bar Staff	
Inspect and set up bar equipment (blenders, ice machines, POS, etc.)	Bar Staff	
Stock bar with liquors, mixers, beers, wines, and non-alcoholic beverages	Bar Staff	
Restock garnishes (lemons, limes, cherries, etc.) and prepare fresh mixes	Bar Staff	
Check and refill napkins, straws, stirrers, coasters, and other supplies	Bar Staff	
Test lighting, sound system, and any electronic equipment	Bar Manager/Bar Staff	
Ensure all menus and promotional materials are clean and updated	Bar Staff	
Review staff schedule and positions; brief team on daily specials/events	Bar Manager	
Conduct safety checks (fire exits, extinguishers, first aid kits, hazards)	Bar Manager/Staff	

4. Venue Preparation

- Floor and seating: Inspect and clean floors, tables, barstools, and chairs.
- Bar decor: Arrange decor and displays as per venue standards.
- Restrooms: Check and clean, replenish toilet paper, soap, and towels.
- Ambient settings: Adjust lighting and music to appropriate levels before doors open.

5. Final Pre-Opening Walkthrough

1. Manager leads final inspection using checklist.
2. Address any deficiencies immediately.
3. Confirm readiness with staff before opening doors.

6. Documentation

- Checklists must be completed and signed by the Bar Manager daily.
- Report any maintenance or stock issues for manager follow-up.