

Virginia Wedding Bar Checklist

A stress-free bar planning checklist (licenses, planning, and wedding-day setup)

A) LICENSE + LEGAL CHECKLIST (Virginia ABC)

- Confirm whether your venue is a licensed or unlicensed location
- If required, obtain a VA ABC Banquet (One-Day) License
- Print your license and keep it at the bar
- Confirm alcohol service times (you cannot serve before the license start time)
- Make sure alcohol is not being sold (no cash bar unless properly licensed establishment)

Don't forget: The venue being "private" does not automatically mean licensing is not required.

B) STAFFING + SAFETY CHECKLIST

- Designate a person responsible for alcohol control/service
- Strongly consider hiring an experienced bartender (ABC-certified is best)
- Plan ID checks for guests under 21 (wristbands/stamp system if needed)
- Decide last call/cutoff time (ex: 30 minutes before end time)
- Ensure water is served at all times alcohol is served

C) WHAT TO SERVE CHECKLIST

- **Beer:** 1 domestic, 1 craft, 1 import (optional: seltzers, NA beer, canned cocktails)
- **Wine:** Reds (cabernet, pinot noir) + Whites (sauvignon blanc, chardonnay, moscato)
- **Liquor:** Choose full bar / partial bar / signature drinks
- **Signature cocktails:** Plan 2 (his/hers) + optional 3rd (ours)

D) SHOPPING + SUPPLIES CHECKLIST

- Cups + napkins
- Straws/stirrers
- Bottle openers + wine keys
- Garnishes (citrus, cherries, etc.)

- Cutting board/knife/peeler
- Trash cans + extra trash bags near bar & dance floor
- Cold juice stored properly
- Keep receipts for alcohol returns (unopened bottles)

E) ICE + COOLING CHECKLIST

- Plan ice for: consumption (cocktails) + cooling (beer/wine/liquor)
- If providing ice: designate who brings and removes coolers
- Confirm how much ice you need (avoid sending wedding party out mid-reception)

Pro Tip: Ice becomes the main character. Plan accordingly.

F) BAR SETUP CHECKLIST

- Confirm if venue has a bar
- If not, reserve: bar rental OR tables (best setup: 6ft front + 6ft back)
- Stage alcohol near bar for fast setup
- Keep bar tables clear before setup begins
- Place beer/wine in cooling tubs early
- Confirm access to outlets if using kegerator

G) WEDDING DAY TIMELINE CHECKLIST

- Bar setup arrival time confirmed
- Coordinator + venue contact info given to bar service
- License printed & displayed
- Menu signage ready
- Champagne toast timing coordinated in advance
- Avoid requests for drinks during setup time
- If two bar locations: plan transition + staffing

H) END OF NIGHT CHECKLIST

- Designate a person to pack leftover alcohol
- Confirm transportation plan for leftover product
- Leave review if bar service/team did a great job

Want help planning a stress-free, professional wedding bar?

Roanoke Roaming Spirits offers ABC-certified bartenders, bar rentals, ice/mixer services, custom menus and unlimited consultations.