MOBILE BAR HANDOFF / 01

BUILD A NON-SENSITIVE EVENT BRIEF

Describe the service window and operating context without recording an address or identifying guests.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event A / general occasion / no host or guest names

Guest-count range / no ages or identities

Service window / setup and breakdown windows

Venue Contact A / role only / no private contact details

Service areas or stations / neutral labels only

Known venue questions / owner / response date

Preparation only. Not legal, licensing, alcohol-service, food-safety, health, insurance, venue, security or event-management advice. No permit, authority, service, age-check, quantity, recipe or liability conclusion.

MOBILE BAR HANDOFF / 02

ASSIGN SUPPLY AND EQUIPMENT HANDOFFS

Keep each supply category and handoff owner separate so proposal inclusions can be compared.

Beverage supply / Provider, venue or client / written reference

Ice, mixers, garnishes and consumables / owner / exclusions

Bar, refrigeration and service equipment / owner / delivery window

Glassware or other serviceware / quantity method / return owner

Venue utilities, waste and cleanup handoff / question owner

Substitution or shortage process / approval contact / written update

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MOBILE BAR HANDOFF / 03

CHECK THE SERVICE-HANDOFF PACKET

Tick what is organized. These checks do not confirm permits, authority, service eligibility or venue approval.

- [ ] Event, venue contact and providers use neutral labels
- [ ] Guest count is a range with no identifying details
- [ ] Service, setup and breakdown windows are separated
- [ ] Beverage, consumable and equipment owners are named
- [ ] Staffing roles and handoffs are written
- [ ] Venue questions are routed to the venue contact
- [ ] Alcohol-policy questions are routed to an official source
- [ ] No rule, permit, age-check or service conclusion is recorded

Venue question still open / owner / next source

Official-authority question still open / source / date

Written proposal clarification requested / owner / due date

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MOBILE BAR HANDOFF / 04

QUESTIONS FOR THE BARTENDER OR MOBILE-BAR PRO

Ask each provider the same responsibility questions and keep venue or authority answers in their own lane.

Supply: what is included, excluded or client-provided?

Equipment: who delivers, sets up, operates and removes each item?

Staffing: which roles and service windows are included?

Venue: who coordinates access, operating limits and written responses?

Authority: who will route unresolved questions to the proper source?

Changes: how are substitutions, additions and schedule changes approved?

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MOBILE BAR HANDOFF / 05

COMPARE WRITTEN HANDOFFS

Use Providers A and B with the same non-sensitive brief. Leave official or venue questions open until the proper source responds.

Provider A / B / discussion dates / proposal versions

Included staffing, service windows and venue coordination - A / B

Beverage, consumable, equipment and cleanup responsibilities - A / B

Exclusions, change process, unresolved questions and next owner - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Bartender & Mobile Bar request. Share a non-sensitive venue, supply and service-handoff brief so participating pros can compete with proposals. Compare written scope, staffing, supply responsibilities, setup, breakdown, timing and fit. A venue and provider planning conversation may be required before final scope.

One request. Every pro's best offer.

Start a request

Participation varies. A venue and provider planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/bartender-mobile-bar

TTB: Alcohol Beverage Authorities in the United States (official reference)

NIAAA Alcohol Policy Information System (official reference)

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