THE GLASSERY

THE 72 HOUR PARTY PLAN

Write your dates in, pin it on the fridge, tick as you go.

Party date _____

14 DAYS BEFORE

TWO WEEKS OUT: NUMBERS, GLASSES, BOOKING

- [ ] Settle the guest list, then work out the glasses. The calculator does it in five minutes.
- [ ] Pick two or three glass styles, not seven. White wine glasses and highballs cover most parties.
- [ ] Book them. A deposit holds your date.
- [ ] At a hall or venue? Ask the nine glassware questions before you pay their deposit.

3 DAYS BEFORE

72 HOURS BEFORE: THE LAST EASY CHANGES

- [ ] Guest numbers moved? Tell us now and we adjust the order.
- [ ] This is also the cancellation line. Cancel within 72 hours of your event and the deposit is not refundable.
- [ ] Buy the drinks, and order the ice for the day.

1 DAY BEFORE

THE DAY BEFORE: GLASSES ARRIVE

- [ ] We deliver, or you collect from Northbridge for free.
- [ ] Stack the crates somewhere flat and dry, off the floor if the ground is damp, and out of reach of kids and dogs.
- [ ] Clear a shelf of the fridge for bubbles and whites, and chill them overnight.
- [ ] Count the crates against your booking so there are no surprises tomorrow.

PARTY DAY

PARTY MORNING: SET UP THE BAR

- [ ] Set the glasses out by style, one style to a row, in the order of your drinks menu.
- [ ] Put water glasses and a jug where people can help themselves.
- [ ] Leave one empty crate at the bar and one by the kitchen sink. That is where the empties go.
- [ ] Ice arrives last. Keep it in an esky until the first drink.

PARTY DAY

DURING THE PARTY: THE CRATE BY THE SINK

- [ ] Empties go straight back into their crate, one to each slot. Glasses in crates do not get knocked over or broken.
- [ ] Nobody washes anything. If someone starts, hand them a drink instead.
- [ ] Keep a tea towel and a dustpan by the bar for the odd spill or breakage.

1 DAY AFTER

THE MORNING AFTER: SCRAPE, STACK, DONE

- [ ] Tip out the dregs and pull out fruit, straws and napkins.
- [ ] Stack every glass back in its crate. No rinsing, no washing, no drying.
- [ ] Put anything broken in a box to one side so it is easy to count.

2 DAYS AFTER

RETURN DAY

- [ ] We collect, or you drop the crates back to Northbridge.
- [ ] Broken, chipped or missing glasses are $9.95 each, $14.95 for a red wine glass, and $175 for a crate that does not come back.
- [ ] You get one invoice for the balance and any breakages, payable within 7 days of your event.