

Drink Station Setup Checklist

Set up water, cups, cold drinks, ice, add-ins, waste, and backup stock away from the active cooking lane.

GUEST COUNT	PARTY HOURS	STATION LOCATION	REFILL OWNER
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BEFORE SETUP ☐ Choose location away from stove ☐ Confirm nearby surface ☐ Plan trash / empties ☐ Reserve backup cold stock	SET OUT ☐ Water visible first ☐ Cups / glasses ☐ Primary drinks ☐ Ice / scoop if used
SMALL EXTRAS ☐ Napkins ☐ Simple garnish only ☐ Bottle opener if needed ☐ Labels if choices are unclear	REFILL ☐ First refill staged ☐ Backup kept cold ☐ Check at planned interval ☐ Clear empties before crowding

HOST NOTE / CHANGE I WANT TO REMEMBER