

# Bar Opening Procedure

**Time Required:** 30 minutes

**Who Does This:** Bar staff (assigned by Fai)

**When:** Daily at 14:00 (2pm) before venue opens

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## Quick Reference Checklist

Complete these in order. Tick each item as you finish:

### Bar Equipment Setup

- Turn on all fridge lights
- Prepare garnish stations (limes, lemons, mint - see quantities below)
- Fill ice wells completely (bar + cooler)
- Set up beer taps (check CO2, run lines, check temperature)

### Venue Preparation

- Turn on exterior sign lights
- Write today's timetable on blackboard (get schedule from Kop/Roy)
- Turn on cable lights throughout venue
- Arrange seating for tonight's event (check event runsheet)
- Turn on table lamps

### Final Check

- Walk through venue - everything looks ready?
- Music playing (Spotify: "Opening Mix" playlist)
- Fridges fully stocked and cold

**Done When:** All items ticked, venue ready to receive customers at 16:00

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## Detailed Procedure

# BEFORE YOU START

## You'll need:

- Venue keys (get from Kop or security)
- Access to walk-in fridge
- Bar tools (knife, peeler, cutting board)
- Event runsheet for tonight (check Noco or ask Kop)

**Pre-checks:**  Check if there's an event tonight - special setup needed?  
 Confirm what time doors open (usually 16:00, sometimes earlier)

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## STEP 1: Bar Equipment Setup (15 minutes)

**What you're doing:** Getting the bar ready to serve drinks efficiently

### Turn on Fridge Lights

1. Go to each fridge (Front Bar has 2, Back Bar has 3)
2. Open fridge door
3. Switch on internal light (switch is inside top-right corner)
4. Check fridge is cold (should feel like a normal fridge, not warm)

### What good looks like:

- All 5 fridges have lights on
- You can clearly see products inside
- Fridges are cold to touch

**If fridge is warm:** Tell Fai or Kop immediately - may need to move stock to working fridges

**Time this should take:** 3 minutes

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## Prepare Garnish (Limes, Lemons, Mint)

### Standard quantities (adjust based on expected crowd):

- 8 limes (cut into wedges, 8 wedges per lime = 64 wedges)
- 4 lemons (cut into wheels, 6 wheels per lemon = 24 wheels)

- 1 bunch fresh mint (in water container)

### **How to do it:**

1. Get cutting board, sharp knife from bar tools drawer
2. Wash limes, lemons, mint in sink with clean water
3. Cut limes into wedges:
  - Cut lime in half lengthways
  - Cut each half into quarters lengthways
  - You get 8 wedges per lime
4. Cut lemons into wheels:
  - Cut off both ends
  - Slice across into 5mm thick circles
  - You get about 6 wheels per lemon
5. Put mint in small container with water (keeps it fresh)
6. Store all garnish in covered containers in bar fridge

### **What good looks like:**

- Garnish neatly cut and stored in clean containers
- Easily accessible in bar fridge
- Mint looks fresh and green (not wilted)

**Time this should take:** 8 minutes

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## Fill Ice Wells

### **Ice well locations:**

- Front bar: Left side of bar, holds about 2 full ice buckets
- Back bar: Right side, holds about 3 full ice buckets
- Cooler: If it's a hot day or big event, fill the spare cooler with ice too

### **How to do it:**

1. Get ice scoop from bar tools (NEVER use glass or your hands)
2. Go to ice machine (behind back bar)
3. Fill ice bucket completely
4. Carry carefully to ice well (don't spill on floor - slip hazard)
5. Pour ice into well
6. Repeat until well is completely full (ice should be level with top)
7. If filling cooler: Do this last, fill about 2/3 full

### **What good looks like:**

- Ice wells completely full and level
- No ice spilled on floor
- Ice scoop returned to ice machine (not left in ice well)

**Important:** If ice machine is empty or broken, tell Fai/Kop immediately. We need to buy ice from 7-Eleven.

**Time this should take:** 6 minutes

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## Set Up Beer Taps

### How to do it:

1. Check CO2 pressure gauge (should be in green zone, around 30-35 PSI)
  - If in red zone (low), tell Fai - may need to change CO2 tank
2. Run beer lines:
  - Pull each tap handle forward
  - Let beer run until it comes out clear (not foamy)
  - Discard this first beer (it's been sitting in lines overnight)
3. Check temperature:
  - Beer should come out cold
  - If warm, check keg fridge temperature (should be 3-5°C)
4. Wipe down tap handles with clean cloth

### What good looks like:

- Beer pours clear, not foamy
- All taps working
- Tap handles clean and shiny

**If tap is not working:** Tag it with "OUT OF ORDER" sign, tell Fai

**Time this should take:** 5 minutes

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## STEP 2: Venue Preparation (10 minutes)

**What you're doing:** Making the venue look open and inviting

### Turn on Sign Lights

### **Which signs:**

- Speakerbox logo sign (front of building)
- "OPEN" neon sign (if we're using it tonight)

### **How to do it:**

1. Sign switches are behind front bar, near POS system
2. Flip switches labeled "SIGN 1" and "SIGN 2" to ON position
3. Go outside and check they're lit up
4. If not working: Check circuit breaker first, then tell Kop

### **What good looks like:**

- All exterior signs clearly visible from street
- Lights not flickering

**Time this should take:** 2 minutes

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## Write Timetable on Blackboard

### **What to write:**

- Today's date
- Doors open time (usually 16:00)
- Show start time
- Artist/band names and set times
- Any special notes (e.g., "Sold Out", "Guest list at door")

### **Where to get info:**

- Check Noco booking system
- Ask Kop or Roy if you can't find it
- Check Speakerbox Instagram if needed

### **Example:**

TONIGHT - Saturday 30 Dec  
Doors: 16:00 | Show: 20:00

20:00 - Support Band  
21:30 - Headliner

Tickets at door: 500 THB

**What good looks like:**

- Information clearly readable from front door
- No spelling mistakes
- Tidy handwriting (or print it and tape it up if your handwriting is shit)

**Time this should take:** 3 minutes

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## Turn on Cable Lights

**Where they are:**

- Cable lights are the string lights around the venue
- Main switches are behind back bar

**How to do it:**

1. Flip switches labeled "CABLE LIGHTS" to ON
2. Walk around venue to check all sections are lit
3. If any section isn't working: Tell Kop (might be bulb out)

**What good looks like:**

- Warm ambient lighting throughout venue
- No dark corners
- Creates cosy atmosphere

**Time this should take:** 2 minutes

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## Arrange Seating (If Needed)

**Check first:**

- Look at tonight's event runsheet
- Is it a seated show or standing?
- Are there VIP tables booked?

**If seated show:**

- Set up chairs facing stage
- Leave aisles clear for access
- Place "RESERVED" signs on VIP tables (ask Kop which tables)

**If standing show:**

- Push tables to sides
- Stack extra chairs in storage
- Clear floor space in front of stage

**What good looks like:**

- Seating matches event requirements
- Fire exits still accessible
- No trip hazards

**Time this should take:** 3 minutes (or skip if no changes needed)

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## Turn on Table Lamps

**How to do it:**

1. Go to each table with a lamp
2. Switch on lamp (usually switch on cord)
3. Check bulb works

**What good looks like:**

- All table lamps providing soft light
- Creates intimate atmosphere
- No broken bulbs (report any to Kop)

**Time this should take:** 2 minutes

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## STEP 3: Final Checks (5 minutes)

### Walk Through Checklist

- Do a lap of the venue and check:**  Music is playing at low volume (Spotify: "Opening Mix" playlist)
- All areas are lit properly
  - No obstacles or trip hazards
  - Toilets are clean and stocked (check toilet paper, soap, paper towels)
  - Smoking area is set up (ashtrays clean, chairs arranged)
  - Bar has everything you need for service
  - Fridges are fully stocked

If anything is missing or broken: Tell Fai or Kop before opening

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# Common Mistakes

## Mistake #1: Not filling ice wells completely

- **Why it's bad:** You'll run out of ice mid-service and have to leave the bar to refill
- **Fix:** Fill until ice is level with top of well

## Mistake #2: Using old/brown garnish

- **Why it's bad:** Looks unprofessional, customers will notice
- **Fix:** Cut fresh garnish every day, throw out yesterday's

## Mistake #3: Not checking event schedule

- **Why it's bad:** Wrong seating setup, blackboard info incorrect
- **Fix:** Always check Noco or ask Kop before starting setup

## Mistake #4: Forgetting to test beer taps

- **Why it's bad:** Discover tap is broken after customer orders
  - **Fix:** Run all taps before opening, deal with problems early
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# Emergency Contacts

If something is broken or you need help:

Issue Type	Contact	Phone
Bar equipment broken	Fai (Bar Manager)	[Insert number]
Electrical/technical	Kop (Operations)	[Insert number]
Emergency	Eddie	[Insert number]

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# Tips for New Staff

- **Do this procedure every day at the same time** - becomes routine after a week
- **Take your time the first few times** - speed comes with practice

- **Ask questions** - better to ask than guess
  - **Work with another staff member first time** - they can show you shortcuts
  - **Use a physical checklist** - print this and tick items until you've memorised it
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# Training Notes

- New staff should be supervised doing this procedure **3 times** before doing it solo
  - Common questions new staff ask:
    - "How much ice is enough?" → Fill completely, level with top
    - "What if we run out of garnish?" → Cut more mid-service if needed, keep extras in fridge
    - "What music should play?" → "Opening Mix" playlist on Speakerbox Spotify
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# Version Control

Version	Date	Updated By	What Changed
1.0	30/12/2024	Aaron	Initial creation from Fai's notes

**Last Reviewed:** 30/12/2024

**Next Review Due:** 30/03/2025 (review every 3 months)

**Document Owner:** Fai (Bar Manager)

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