

# DIRTY SODA BAR

## Planning Timeline & Checklist

EVENT DATE: \_\_\_\_\_

GUEST RSVPs: \_\_\_\_\_

### 3-4 WEEKS BEFORE THE PARTY

#### PLAN YOUR DIRTY SODA BAR

- Choose your event date and location
- Estimate guest count
- Set your drink station budget
- Decide if the bar will be:
  - Family-friendly only
  - Mixed ages
  - 21+ with alcohol add-ins

#### Choose Your Dirty Soda Menu

- Decide how many recipes to offer
- Select 4-6 syrups for smaller parties
- Select 8-12 syrups for larger parties

#### Pick Your Soda Base Options

- Coke or Pepsi
- Dr. Pepper
- Sprite or 7Up
- Root Beer
- Cream Soda
- Mt. Dew
- Orange soda (Fanta, Sunkist)
- Sugar-free or caffeine-free options

#### Optional Drink Expansions

- Sparkling water
- Lemonade
- Limeade
- Ginger ale
- Flavored liquors (21+)



### 2-3 WEEKS BEFORE

#### PLAN YOUR INGREDIENTS & TOPPINGS

##### Creamers

- Heavy whipping cream
- Half & half
- Cream of coconut

- Vanilla creamer
- Hazelnut creamer
- Coconut creamer

##### Syrups

- Strawberry syrup
- Caramel syrup
- Chocolate syrup
- Flavored Torani syrups

##### Fruit & Toppings

- Cherries
- Orange slices
- Pineapple chunks
- Sliced strawberries
- Chocolate chips

#### Plan Your Serving Supplies

- Small plastic cups for sampler drinks
- Large plastic cups
- Domed lids (optional)
- Straws
- Napkins
- Ice buckets or coolers
- Syrup pumps (optional)



### 2 WEEKS BEFORE

#### DESIGN YOUR DIRTY SODA BAR LAYOUT

- Choose a central table location
- Allow traffic flow on both sides of the table
- Create a "Start Here" section

#### Create Signage & Menus

- Large menu sign with recipes
- Small menu cards for tables
- Ingredient labels
- Directional signs for traffic flow

**PRO TIP:** Place recipe menus in multiple locations so

guests can decide before reaching the bar.

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## 1 WEEK BEFORE

### SHOP FOR REMAINING SUPPLIES

- Purchase sodas and mixers
- Buy creamers and syrups
- Purchase fruit toppings
- Stock extra ice
- Buy disposable serving supplies

### Prep Your Station Supplies

- Remove safety lids from syrup bottles
- Test syrup pumps if using
- Organize ingredients into serving containers
- Wash fruit toppings
- Print extra recipe cards



## 2-3 DAYS BEFORE

### PREPARE THE PARTY SPACE

- Clean and clear serving table
- Arrange extension cords if using lights or mini fridges
- Organize backup supplies nearby

### Prep Ingredients

- Slice fruit toppings
- Chill sodas and creamers
- Portion toppings into bowls or trays
- Label sugar-free and caffeine-free options

### Create Drink Flow Order

Suggested setup:

Start: Cups & Ice

1. Soda bases
2. Syrups
3. Creamers
4. Fruit & toppings

End: Lids, straws, and napkins



## DAY OF THE PARTY

### DIRTY SODA BAR SETUP CHECKLIST

- Cover and decorate the table
- Arrange sodas by type
- Place syrups together with pumps
- Add creamers in chilled containers
- Set out toppings and fruit
- Display menu signs clearly
- Fill ice buckets
- Place cups at beginning of line
- Place straws and napkins at end



## DURING THE PARTY

- Refill ice regularly
- Wipe spills quickly
- Restock cups and toppings
- Help guests with recipe ideas
- Keep traffic flowing smoothly

### OPTIONAL ADD-ONS

#### Family-Friendly Extras

- Kid-friendly flavor combinations
- Colorful straws
- Candy toppings
- Whipped cream station

#### 21+ Dirty Soda Bar Additions

- Flavored vodkas
- Coconut rum
- Flavored schnapps
- Cocktail recipe cards



## AFTER THE PARTY

### CLEANUP CHECKLIST

- Store leftover syrups and creamers
- Toss melted ice
- Wash serving containers
- Save extra recipe cards
- Wipe and sanitize table area

### Save for Future Parties

- Keep printable menus
- Store syrup pumps together
- Write down favorite guest drink combinations
- Save decor and signage