

Instructions for using the Five Diamond Hospitality Banquet Bar Requisition Worksheet

To set up the file:

1. Create a new file for each event. You can either create a new file for each month or add each month to a separate tab within this worksheet.
2. Input the details of the event at the top of the spreadsheet. Only fill in the cells that are in blue!

After you requisition the liquor to banquets:

1. Fill in the amount that you requisitioned in the column labeled 'requisitioned'.
2. Again, only fill in the cells in blue.
3. Add additional rows for additional types of liquor not listed.

After the event and banquets returns the unused alcohol:

1. Fill in the amount that is returned in the column labeled 'returned'
2. Again, only fill in the cells in blue.

To view your cost for the event:

1. Input the amount of revenue you collected for the event at the very top of the spreadsheet.
2. Your cost for the event will be displayed right below your revenues.
3. Send a copy of the worksheet to accounting so they can transfer the amount to banquets.