



BLUE LABEL™
BARTENDING SCHOOL

School Catalog

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Tulsa, Oklahoma 74105

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www.BlueLabelBartending.com

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Welcome

Dear Student,

Thank you for making a commitment to further your education and earning potential. We are excited that you have selected Blue Label Bartending School. This school will prepare you to enter directly into employment as a bartender. Bartending can be a rewarding hobby or career, and one of the few “physical” jobs you can continue to perform into your later years. Our instructors have many years of experience bartending at national restaurant chains, local bars and private parties. You will find our classes to be fun and exciting, but demanding as well. You will learn how to quickly and accurately make many popular drinks and specialty drinks. You will learn how and where liquors are made and learn how to protect yourself and your employer by recognizing problems before they become a liability.

This school is not a difficult endeavor: if you apply yourself and follow the guidance of your instructors you can be an excellent bartender. Study and practice is essential to learning the drinks and passing your final exam. Contrary to popular belief, on-the-job training alone is not adequate preparation for a bartender. The number of drinks and performance skills you will learn in this school cannot be replicated with on-the-job training. On-the-job training is important, and you will receive some level of training wherever you become employed, but most of this training will be on policies and using a cash register system. The knowledge you gain from Blue Label Bartending School will automatically propel you to the top of the bartending food chain.

Do not be afraid if you have no prior bartending or restaurant experience, or even if you rarely drink alcohol. We begin at a basic level and make no assumptions. Many bartenders began their bartending career with no restaurant or bar experience.

Every student is valuable and we will do our best to make you successful. If you arrive on time and ready to learn, and read your reading assignments, we will ensure that you can graduate with skills that will change your life.

Garrett Blackwood

School Director / Instructor

Mike Mitchell

Instructor

Blue Label Bartending School is owned by JGB Enterprises LLC. Garrett Blackwood is the managing member for JGB Enterprises LLC and is authorized to act for Blue Label Bartending School in all matters relating to State of Oklahoma approval and licensing.

School Hours

School Hours: Monday – Thursday8:00 am to 10:00 pm
Friday8:00 am to 5:00 pm
SaturdayBy Appointment

Office Hours: Monday – Thursday10:00 am to 6:00 pm
Friday10:00 am to 5:00 pm

School Calendar

The shaded dates on the following 2012 calendar are days the school will be closed. Each year the school will be closed on the weekend of Easter and closed during the weekends of and weeks of Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

2012 School Calendar

January 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Policies

Enrollment

Each applicant must complete an enrollment form and pay the tuition in full before attending classes for any course offered through the school. Textbooks are issued upon enrollment.

Cancellation and Refunds

Applicants who cancel enrollment and withdraw from a course within two weeks of the first scheduled class will receive a full refund of tuition paid. Applicants cancelling enrollment and withdrawing from a course less than two weeks before the first scheduled class will receive a 50% refund of tuition paid. Applicants cancelling before the first scheduled class has begun must return any materials received, including textbooks, before issued a refund. Applicants withdrawing from a course once the first scheduled class has begun will not receive a refund of tuition paid. Students who accrue two or more unreported absences, unreported tardy notices or unreported leaves of class will be dropped from the course without refund of tuition paid.

Attendance

Students must attend each class for the course in which they have enrolled and should arrive on time and stay for the entire class. Students must inform the school prior to being tardy, absent or leaving class early. Not informing the school prior to being tardy, absent or leaving early will be counted as an unreported tardy, unreported absence or unreported leave of class, respectively. Students who arrive after the scheduled class start time will be counted tardy. Students who arrive more than 15 minutes after the scheduled class time will be counted absent. Missed classes must be made up before attempting final exams. Absent students can make up a missed class by attending the same class in another program upon receiving approval from their instructor. Absent students should not expect make-up classes to be held outside of the regular class schedule. Students with excessive reported absences, reported tardy notices and reported leaves of class may be placed into a different program by the school to better accommodate the student's scheduling issues. Excessive reported absences, tardy notices and leaves of class are defined as more than two reported issues per course. **See *Cancellation and Refunds* above for school policies pertaining to refunds and expulsion for unreported attendance issues.**

Student Conduct

Students are expected to behave in a mature and respectful manner towards instructors and other students. Students who refuse to behave as such will be required to leave the school premise and be counted as an unreported leave of class. Alcohol is not allowed on the school premises. Students are not allowed to consume alcohol or smoke on the school premises.

Job Placement Assistance

Upon graduation students are automatically enrolled in our Job Placement Assistance program. This program is how most of our students find jobs. Since the school began in October 2009 approximately 85% of our graduates find a job within three weeks of graduating! When establishments call Blue Label looking for our graduates this information is passed on to all job-seeking graduates. The graduates will then contact the establishment to set up individual interviews.

Professional Bartending Course Course Description

The school offers one 32-hour course titled “Professional Bartending Course.” Students will learn how to make many popular alcoholic drinks, how to set up and operate bar equipment, how to interact with and monitor customers and will cover liquor laws and liability issues. Note that no alcohol is used in this course; all liquor bottles contain a water and food coloring mixture that replicates the look and properties of the original liquor. Students will complete the course by completing eight individual four-hour classes shown in *Professional Bartending Course – Course Outline*. Bartending classes are taught Monday through Thursday. Students can enroll in one-week or two-week courses. Three time options are offered: a morning class from 8:00 am to 12:00 pm, an afternoon class from 1:00 pm to 5:00 pm, and an evening class from 6:00 pm to 10:00 pm.

Students must indicate at the time of enrollment whether they will attend the one-week course or the two-week course and the time option selected (morning, afternoon, evening). Students may not switch between weekly programs or time options after enrollment.

One-Week Course

The one-week course consists of two four-hour classes each day Monday through Thursday, or eight hours of instruction each day for four days. Class 1 will be on Monday morning, Class 2 on Monday afternoon, and so on. Students will enroll in the morning and afternoon courses to receive the required eight hours of instruction per day.

Two-Week Course

The two-week course consists of one four-hour class each day Monday through Thursday, which is four hours of instruction each day for eight days. Class 1 will be on Monday, Class 2 on Tuesday, and so on. Students can enroll in the morning, afternoon or evening courses to receive the required four hours of instruction per day.

Final Exams

Final exams are administered on Friday. Each student must successfully complete a written final before attempting the performance final exam.

Tuition

Tuition is \$700 for either a one-week course or two-week course. Tuition can be paid by cash, check or credit card and is due upon enrollment. Please see *School Policies* for tuition refund policies.

Prerequisites

No prerequisites are required and no credit will be given for previous instruction or experience. This course does not require any previous knowledge or bar training. Students will not be tested prior to receiving instruction.

Professional Bartending Course Grading System

Students are graded on three assignments: 1) six written quizzes covering six reading assignments, 2) a written final exam, and 3) a performance final exam. The two written assignments carry a total score of 200 points. **Students must score at least 150 points on the written assignments and pass the performance final exam to graduate.** Students who do not score 150 points on the written assignments must re-enroll and complete the entire course to attempt the quizzes and written final exam.

Reading Assignment Quizzes

Students will have six reading assignments to complete outside of class. Students will be quizzed in Classes 2, 3, 4, 6, 7, and 8 over the reading assignments noted in Course Outline. Students will be allowed 15 minutes to complete each quiz. Each quiz contains ten questions worth one point; therefore each quiz is worth ten points. The quizzes will contain multiple choice, true/false and fill-in-the-blank questions. Combined the quizzes are worth 60 points.

Final Exams

Students must pass both a written exam and a performance exam. Students should allow two hours for the written exam. Students can attempt the written exam twice, but may attempt the performance exam each Friday until they pass. Final exams are only administered on Fridays. Students are automatically enrolled in the Job Placement Assistance program after successfully completing both final exams.

The written exam covers the reading assignments, textbook and class lectures. The written exam contains 50 multiple choice, true/false and fill-in-the-blank questions worth two points each. The written exam also contains two essay questions worth 20 points each. Overall the written exam is worth 140 points.

The performance exam will cover the drinks learned in class and in the textbook and is worth 100 points. Students must make 12 drinks in seven minutes or less while scoring 90 points or better. The performance exam will be administered by an instructor who will call out the drinks in groups of three. Each student begins with 100 points and points are deducted for errors. The criteria for deducting points are as follows:

Incorrect Drink.....15 points	Incorrect / Missing Garnish ...3 points
Incorrect / Missing Liquor10 points	Incorrect Glass3 points
Incorrect / Missing Mixer5 points	Omission of Napkin2 points
Incorrect Procedure.....4 points	Omission of Straw.....2 points

Completion

Blue Label Bartending School will award a Diploma to each student who successfully passes the course. Certificates of Completion are given to students who complete the course but do not pass the final exam and decline to re-attempt the course and exams. Diplomas and Certificates are available upon graduation or completion or can be mailed upon request.

Professional Bartending Course

Course Outline

Students will learn the following skills in the course:

- Freepouring Liquor
- Bar Set Up and Clean Up
- Using Bartending Equipment and Tools
- Tapping a Keg and Opening and Pouring Wine and Champagne
- Glassware Identification
- Fruit Garnish Cutting
- Identification of Brands and Relation of Brands to Type of Liquor
- Liquor Liability Issues and State Liquor Laws
- How to Serve Private Parties
- Customer Service and Job Seeking Instruction

Students will learn how to make the following types of drinks in the course:

- ***Highballs***
Examples: Rum & Coke, Gin & Tonic, Mojito, Old Fashioned
- ***Juice Drinks***
Examples: Cape Cod, Fuzzy Navel, Screwdriver, Bloody Mary, Tequila Sunrise
- ***Shooters***
Examples: B-52, Mind Eraser, Soco & Lime, Sex on the Beach, Chocolate Cake
- ***Sours***
Examples: Margarita, Tom Collins, Long Island Tea, Amaretto Sour
- ***Beer, Wine, Champagne Drinks***
Examples: Mimosa, Wine Cooler, Champagne Cocktail, Kir Royale
- ***Tropical Drinks***
Examples: Mai Tai, Strawberry Daiquiri, Hurricane, Bahama Mama, Bellini
- ***Martinis & Manhattans***
Examples: Gin Martini, Gimlet, Cosmopolitan, Chocolate Martini, Rob Roy
- ***Classics***
Examples: White Russian, Incredible Hulk, Godmother, Stinger
- ***Coffee Drinks***
Examples: Bailey's & Coffee, Kioki Coffee, Irish Nut, Irish Coffee

Professional Bartending Course

Course Outline

Pre-Class Assignment

Make Note Cards

Class 1	
Orientation	1 hour 45 min
Break	15 min
Highballs	1 hour 45 min
Clean Up	15 min
Read Assignment 1: Know Your Liquors	

Class 2	
Know Your Liquors Quiz	15 min
Juice Drinks	1 hour 30 min
Break	15 min
Practice Highballs and Juice Drinks	1 hour 45 min
Clean Up	15 min
Read Assignment 2: Brand Identification	

Class 3	
Brand Identification Quiz	15 min
Shooters	1 hour 30 min
Break	15 min
Practice Shooters	1 hour 45 min
Clean Up	15 min
Read Assignment 3: Customer Service and Job Seeking	

Class 4	
Customer Service & Job Seeking Quiz	15 min
Shooters	1 hour 30 min
Break	15 min
Practice Shooters	1 hour 45 min
Clean Up	15 min
No Reading Assignment	

Class 5	
Practice Drinks and Freepouring	15 min
Sours	1 hour 30 min
Break	15 min
Practice Sours	1 hour 45 min
Clean Up	15 min
Read Assignment 4: Beer, Wine and Champagne Etiquette	

Class 6	
Beer, Wine and Champagne Etiquette Quiz	15 min
Wine, Champagne and Tropicals	1 hour 15 min
Practice Wine, Champagne and Tropicals	1 hour
Break	15 min
Beer, Wine and Champagne Lecture	1 hour
Clean Up	15 min
Read Assignment 5: Liquor Laws and Liability	

Class 7	
Liquor Laws and Liability Quiz	15 min
Liquor Laws and Liability Lecture	45 min
Martinis & Manhattans	1 hour
Break	15 min
Practice Martinis & Manhattans	1 hour 30 min
Clean Up	15 min
Read Assignment 6: Serving Private Events	

Class 8	
Serving Private Events Quiz	15 min
Classics and Coffee Drinks	1 hour 30 min
Break	15 min
Practice Classics and Coffee Drinks	1 hour 45 min
Clean Up	15 min
No Reading Assignment	

Blue Label Bartending School

Student Enrollment Agreement

Student Information

Student Name _____
Student Physical Address _____
Student Email _____
Student Phone () - _____
Student Employer _____
Employer Phone () - _____
How Did You Hear About Us? _____

Course Information

Course Name: *Professional Bartending Course*
Total Course Hours: 32 Hours Tuition Due: \$700.00
Course Start Date: / / Payment Due Date: / /
One-Week Course Morning Class Evening Class
Two-Week Course Afternoon Class

Cancellation and Refund Policy

Applicants who cancel enrollment and withdraw from a course within two weeks of the first scheduled class will receive a full refund of tuition paid. Applicants cancelling enrollment and withdrawing from a course less than two weeks before the first scheduled class will receive a 50% refund of tuition paid. Applicants cancelling before the first scheduled class has begun must return any materials received, including textbooks, before issued a refund. Applicants withdrawing from a course once the first scheduled class has begun will not receive a refund of tuition paid. Students who accrue two or more unreported absences, unreported tardy notices or unreported leaves of class in one course will be dropped from the enrolled course without refund of tuition paid.

Holder in Due Course

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Acknowledgement

Student acknowledges that he or she has read and understands all aspects of this agreement and agrees to be bound by its terms and conditions. Student acknowledges that he or she has received a Student Catalog and agrees to be bound by the terms and conditions detailed in the School Catalog.

Student Signature _____ Date / /
School Official Printed Name _____
School Official Signature _____ Date / /

Office Use Only

Payment Collected Date / / Payment Type _____

JGB Enterprises LLC dba Blue Label Bartending School
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