



BLUE LABEL™
BARTENDING SCHOOL

School Catalog

3303 1/2 South Peoria Avenue

Tulsa, Oklahoma 74105

918.671.5222

www.BlueLabelBartending.com

Effective October 12, 2009

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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

Mike Mitchell

Instructor

Jeremy Geiger

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
Saturday10:00 am to 2:00 pm (by appointment)

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

The school and office will be closed for lunch one hour from 12:00 pm to 1:00 pm every weekday. The school and office are closed on Sundays.

School Calendar

Each year the school will be closed on the weekends of July 4th and Easter and closed during the weekends of and weeks of Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. The shaded dates on the 2010 calendar are days the school will be closed. The school will close at 12:00 pm on December 31st (New Year's Eve).

2010 School Calendar

January 2010						
Su	Mo	Tu	We	Th	Fr	Sa
	28	29	30	31	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 2010						
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						

March 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 and materials will be issued to the applicant upon submission of the enrollment form and payment of the tuition.

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 follow the directions of the instructors 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.

School Closings

Students will be contacted using the information provided on the enrollment form to notify of any unscheduled school closings, such as closings due to inclement weather. Classes missed due to unscheduled closings will be made up on Saturdays. Students who cannot attend Saturday make-up classes may attend other scheduled classes if possible, or at a time agreed upon between students and Blue Label Bartending School.

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. Every student must complete Class 1 before attending Classes 2 through 8. Classes 2 through 8 do not need to be completed in sequential order for One-Week Course students. Students can enroll in the morning and afternoon courses or the afternoon and evening 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. Two-Week Course students must complete the classes in sequential order, such as attending Class 1 before attending Class 2, 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 for one-week and two-week courses are administered on Friday. Students must sign up for a final exam time using the sign-up sheet posted in the school office.

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 submission of the enrollment form. 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 section of the final exam, and 3) a performance section of the 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 section of the 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 section of the final exam.

Reading Assignment Quizzes

Students will have six reading assignments to complete outside of class time. Students will be quizzed over the previous class reading assignment at the beginning of Classes 2, 3, 4, 6, 7, and 8. 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 Exam

The final exam consists of a written test and a performance test. Students should allow two hours for the final exam. Students can attempt the written test twice, but may attempt the performance test twice per Friday until they pass. Students will attempt final exams on Fridays and must sign up on the sheet in the school office the Wednesday before they wish to attempt the final exam.

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

The performance test 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 test will be administered and graded by an instructor. The instructor will call out the drinks to the student in groups of three drinks. 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 for pick up the Tuesday following graduation 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, 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, Rusty Nail, 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
Practice Highballs, Freepouring	1 hour 30 min
Break	15 min
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
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
Shooters	1 hour 45 min
Clean Up	15 min
No Reading Assignment	

Class 5	
Practice Drinks and Freepouring	15 min
Sours (Short & Margaritas)	1 hour 30 min
Break	15 min
Sours (Tall & Teas)	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
Beer, Wine and Champagne	1 hour 30 min
Break	15 min
Tropicals	1 hour 45 min
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	1 hour
Break	15 min
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	1 hour 30 min
Break	15 min
Coffee Drinks	1 hour 45 min
Clean Up	15 min
No Reading Assignment	

Professional Bartending Course

Example Month of Classes

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - 12:00 pm Class 1	8:00 am - 12:00 pm Class 2	8:00 am - 12:00 pm Class 3	8:00 am - 12:00 pm Class 4	8:00 am - 12:00 pm Final Exams & Practice	8:00 am - 10:00 am School Closed	School Closed
Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	10:00 am - 2:00 pm	
1:00 pm - 5:00 pm Class 5	1:00 pm - 5:00 pm Class 6	1:00 pm - 5:00 pm Class 7	1:00 pm - 5:00 pm Class 8	1:00 pm - 5:00 pm Final Exams & Practice	Make-Up Classes & Practice	
Break	Break	Break	Break	5:00 pm - 10:00 pm School Closed	2:00 pm - 10:00 pm School Closed	
6:00 pm - 10:00 pm Class 1	6:00 pm - 10:00 pm Class 2	6:00 pm - 10:00 pm Class 3	6:00 pm - 10:00 pm Class 4			

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - 12:00 pm Class 5	8:00 am - 12:00 pm Class 6	8:00 am - 12:00 pm Class 7	8:00 am - 12:00 pm Class 8	8:00 am - 12:00 pm Final Exams & Practice	8:00 am - 10:00 am School Closed	School Closed
Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	10:00 am - 2:00 pm	
1:00 pm - 5:00 pm Class 1	1:00 pm - 5:00 pm Class 2	1:00 pm - 5:00 pm Class 3	1:00 pm - 5:00 pm Class 4	1:00 pm - 5:00 pm Final Exams & Practice	Make-Up Classes & Practice	
Break	Break	Break	Break	5:00 pm - 10:00 pm School Closed	2:00 pm - 10:00 pm School Closed	
6:00 pm - 10:00 pm Class 5	6:00 pm - 10:00 pm Class 6	6:00 pm - 10:00 pm Class 7	6:00 pm - 10:00 pm Class 8			

Professional Bartending Course

Example Month of Classes

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - 12:00 pm Class 1	8:00 am - 12:00 pm Class 2	8:00 am - 12:00 pm Class 3	8:00 am - 12:00 pm Class 4	8:00 am - 12:00 pm Final Exams & Practice	8:00 am - 10:00 am School Closed	School Closed
Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	10:00 am - 2:00 pm	
1:00 pm - 5:00 pm Class 5	1:00 pm - 5:00 pm Class 6	1:00 pm - 5:00 pm Class 7	1:00 pm - 5:00 pm Class 8	1:00 pm - 5:00 pm Final Exams & Practice	Make-Up Classes & Practice	
Break	Break	Break	Break	5:00 pm - 10:00 pm School Closed	2:00 pm - 10:00 pm School Closed	
6:00 pm - 10:00 pm Class 1	6:00 pm - 10:00 pm Class 2	6:00 pm - 10:00 pm Class 3	6:00 pm - 10:00 pm Class 4			

Week 4

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - 12:00 pm Class 5	8:00 am - 12:00 pm Class 6	8:00 am - 12:00 pm Class 7	8:00 am - 12:00 pm Class 8	8:00 am - 12:00 pm Final Exams & Practice	8:00 am - 10:00 am School Closed	School Closed
Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	10:00 am - 2:00 pm	
1:00 pm - 5:00 pm Class 1	1:00 pm - 5:00 pm Class 2	1:00 pm - 5:00 pm Class 3	1:00 pm - 5:00 pm Class 4	1:00 pm - 5:00 pm Final Exams & Practice	Make-Up Classes & Practice	
Break	Break	Break	Break	5:00 pm - 10:00 pm School Closed	2:00 pm - 10:00 pm School Closed	
6:00 pm - 10:00 pm Class 5	6:00 pm - 10:00 pm Class 6	6:00 pm - 10:00 pm Class 7	6:00 pm - 10:00 pm Class 8			

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
Physical Address: 3303 1/2 South Peoria Avenue, Tulsa, OK 74105
Mailing Address: 3701-A South Harvard #197, Tulsa, OK 74135