

# COMMUNITY EVENT TOOLKIT FOR ALCOHOL MANAGEMENT



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## **ACKNOWLEDGEMENTS**

This report was prepared by staff of the Drug Free Communities Coalition of Garrett County and the Garrett County Health Department.  
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We would like to acknowledge the use of the Drug Free Communities of Fond du Lac County and the Fond du Lac County Health Department's toolkit. Fond du Lac County's Community Event Toolkit for Alcohol Management is available online at: [www.fdl.wi.gov/cofuploads/ALCOHOL\\_MANAGEMENT](http://www.fdl.wi.gov/cofuploads/ALCOHOL_MANAGEMENT).

# INTRODUCTION

Community events and festivals are an important part of our community life and culture. At their best, they can be a place for children to play and family and friends to gather. Festivals and other public events can play a dual role in community norms by both setting and reflecting them. Community public events are often opportunities to celebrate the community and its identity.

Managing alcohol consumption is a major part of the event organizing that must be planned well in advance of the event itself. Public events may unintentionally support and encourage heavy use of alcohol. With beer tents, signage and sponsorships, alcohol can easily overshadow the purpose of these events and become the main attraction.

**This toolkit consists of research-based best practices. It will assist community event planners with safety suggestions that will better ensure a positive community festival and event experience as well as help to reduce over-consumption.**

Community event planners who implement these best practices send the message that underage drinking and over-consumption are not acceptable or consistent with the values and practices for a safe and responsible environment to promote enjoyable community and family events.

Implementing these practices and developing procedures for responsible service may help to reduce the event's liquor liability insurance rates.

We encourage event planners to implement these best practices as your time and resources permit. If you have any questions, please contact Brenda Sisler, Garrett County Health Department at 301-334-7730 ext. 6534 or the Garrett County Liquor Control Board, Debbe Owston at 301-334-1925.

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**This Toolkit is endorsed by:  
Garrett County Liquor Control Board.**



**GARRETT COUNTY  
HEALTH DEPARTMENT**

# CREATE A *Safe* PHYSICAL ENVIRONMENT

## FOR ATTENDEES

The physical environment and use of space contributes to the safety and enjoyment of all attendees.

To encourage a safe environment for all event attendees, consider the following practices:

- Use an event planner checklist (Appendix A)
- Collaborate with law enforcement and emergency personnel regarding alcohol policies
- Hire adequate security to monitor alcohol consumption (Contact law enforcement or security agency for guidance)
- Ensure pedestrian safety and adequate parking for attendees
- Have designated entrances and exits with fenced-in community event grounds
- Provide radio communication between serving stations and event coordinators and law enforcement
- Post signage at entrance/exit areas so event attendees are aware of the event policies/practices such as “No Carry-ins” or “BYOB is prohibited.”
- Ensure access to restrooms, ticket booths, and games without having to go through or next to alcohol serving area
- Monitor community event grounds, parking lots, and surrounding properties for suspicious activities
- Have adequate lighting for all event areas, especially entrances and exits, walkways, parking areas and service roads
- Post warning signs to discourage drinking and driving and include designated non-drinking drivers.
- Enclose the alcohol sales and consumption area: Restrict alcohol sales to a designated location where underage patrons are not allowed
- Use clear, plastic, distinguishable containers for alcoholic beverages, and serve soda and water in original bottles
- Encourage alcohol license holders to have liability insurance (General liability does not include liquor liability)
- Develop written, consistent procedures for handling anyone who appears to be intoxicated, including absolutely no sales to intoxicated individuals

**Written, consistent  
procedures are  
critical**

# MAKE ALCOHOL AVAILABLE, LESS *less* ATTRACTIVE & LESS ACCEPTABLE *to youth*

**When planning an event, consider the target audience: Will your attendees be youth, families, adults, or the general community? Knowing your audience and tailoring procedures to that audience will help ensure a fun and safe event for all!**

**For youth, family, and community-focused events, consider the following practices:**

- Post alcohol advertising at or above 36" from the ground
- Provide a designated area for alcohol sales away from all family and youth-oriented activities
- Keep child event areas alcohol-free and post signage "Alcohol Free Zone" or "Alcohol Prohibited Beyond this Point"
- Restrict or prohibit an alcohol industry name from being associated with or displayed at the event
- Reduce or avoid using alcohol logos on ads in partnership with community events
- Sell alcohol in a separate line from food and non-alcoholic beverages
- Sell only non-alcoholic beverages at youth-oriented events (ex: children's

holiday event, youth athletics)

- Have alcohol-free events or days/nights where no alcohol is served or permitted

## **Preventing Underage Drinking**

- Restrict alcohol sales to a designated location where underage patrons are not allowed
- Check identification for all customers who plan to purchase or possess alcohol and use wristbands to identify people who are 21 and older (ID's are checked on all adults for consistency)
- Post signage regarding the purchase, possession and consumption of alcohol policies
- Have ID verification area separate from alcohol sales vendors, including applying wristbands
- Deny service to anyone under the age of 21, even when accompanied by a parent, guardian, or spouse of legal drinking age and post signage in alcohol areas regarding this practice
- Use clear, plastic, distinguishable containers for alcoholic beverages, and serve soda and water in original bottles

# ESTABLISH AND ENFORCE

## *responsible alcohol*

# Policies & Procedures

Event planners may consider written, posted alcohol policies that address service, training, and management, as well as training servers, and volunteers on the policies.

### Practices and policies to consider:

- Check identification for all customers who plan to purchase or possess alcohol and use wristbands to identify people who are 21 and older.
- A volunteer at the entrance gate will apply wristbands after age has been verified by security person.
- Have an ID checking guide and incident reporting forms at every ID checking table and every server table.
- Signage— Place visible signs announcing the following alcohol policies/procedures:
  - ❖ We ID all adults appearing to be under the age of 30.
  - ❖ Must be born on or before ‘date & year’ in order to purchase, consume, or

possess alcohol.

- ❖ Wristbands are required to purchase or possess alcohol.
- ❖ Intoxicated persons will not be served.
- ❖ “Alcohol Free Zones” or “Alcohol Prohibited Beyond this Point.”
- ❖ Patrons will not be allowed to serve themselves.
- Require all servers to be at least 21 years old.
- Post all signs for servers in a visible location.
- Make sure all staff and volunteers have reviewed the policy manual which includes step by step instructions on what to do if a patron becomes intoxicated.
- Have a plan to ensure that intoxicated patrons can be taken home safely.
- A limit of 1 to 2 beers at a time per person will be served.
- Alcoholic beverages will be served in clear 12 oz. plastic distinguishable cups and soda and water in original bottles.
- Ensure that one or more servers have experience and training - they should be able to identify the physical signs of intoxication and understand that they could be held civilly liable.
- Have a standardized system for logging intoxication incidents.
- Staff and volunteers will not be allowed to drink 2 hours before and or during the event.
- Foods, especially high-protein and low salt foods, will be available before and during hours that alcohol is served.
- Provide water at all times.
- Announcements regarding drinking responsibly and not drinking and driving will be made whenever possible during the event.
- Restrict or prohibit an alcohol industry name from being associated with or displayed at the event.



# Prevent

## BINGE DRINKING AND INTOXICATION

When alcohol is a major part of the celebration, community events often experience alcohol-related incidents such as disturbances, violence, injuries and more. More than 90% of alcohol consumed by youth is consumed in the form of binge drinking. FY2014 MAS Data states that Garrett County High School students were the highest in the state (26.9%) who drank 5+ drinks in a couple of hours.

### Practices that decrease binge drinking and intoxication are the following:

- Limit the number of alcoholic beverages that can be purchased at one time.
  - Avoid drink promotions, such as “2 for 1”, “all you can drink” or happy hour”.
  - Price non-alcoholic drinks less than alcoholic drinks.
  - Require all servers to be at least 21 years old.
  - Patrons will not be allowed to serve themselves.
  - Provide water at all times.
  - Limit the hours of alcohol consumption (example: not before 12 pm) and discontinue alcohol consumption 1 hour before the end of the event.
  - Eliminate drinking games or contests, and do not provide alcoholic beverages as prizes.
  - Announcements regarding drinking responsibly and not drinking and driving will be made whenever possible during the event.
- Make sure all staff or volunteers have reviewed the policy manual which includes step by step instructions on what to do if a patron becomes intoxicated and have a standardized system for logging these incidents.
  - Be courteous, discreet, and tactful when ceasing alcohol service to intoxicated individuals.
  - Post signage “Intoxicated persons will not be served” in a visible location.
  - Ensure that servers have experience and training—they should be able to identify the physical signs of intoxication listed below and understand that they could be held civilly liable.

### Behavioral cues of intoxication:

- Changes of inhibition or notable changes in behavior, becoming loud and/or talkative, or exhibiting mood swings.
- Changes in signs of poor judgement, inappropriate behavior, gestures, language or becoming overly friendly.
- Changes in reaction, unfocused eyes, slurred or slowed speech or losing train of thought.
- Changes in coordination, stumbling, dropping belongings or difficulty picking up items.

**Serving alcohol  
to minors or  
intoxicated persons  
is against the law.**





# Communicate

## **POLICIES & PROCEDURES TO THE SERVERS, STAFF & VOLUNTEERS.**

Servers hold the key to prevent over-consumption and underage drinking at community events; however, alcohol policies and procedures are only effective when servers, staff, and volunteers know, understand, and enforce them.

### **Consider the following practices:**

- Ensure that one or more servers have experience and training - they should be able to identify the physical signs of intoxication and understand that they could be held civilly liable.
- Ensure adequate staffing needs for the alcohol consumption area are established. (Ex: 1:100 ratio of server; patron)
- A manager/responsibility party is to be accountable for all servers following the event policies and procedures.
- Staff and/or servers are easily identifiable (Ex. wear an identifiable vest, shirt, button, or name badge).
- Require servers to be at least 21 years of age to sell or serve alcohol.
- Prohibit drinking by servers while on duty.
- Servers are familiar with the policies and procedures, including rechecking ID variation if needed.

- Hold meetings pre- and post-event, and as needed during the event, to discuss alcohol policies, preventing over-consumption, and handling alcohol-related incidents.
- Understand the process to record alcohol related incidents on an incident report form. This includes problems that occurred when checking and rechecking ID's, intoxicated patrons, and making sure intoxicated patrons have a safe ride home.
- Event coordinator should communicate with responsible parties/organizations as needed prior the event.

**Servers hold the key  
to prevent  
underage drinking.**



Appendices

&

Resources

# APPENDIX A:

## Alcohol Policies and Procedures Form

Organization / Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Start Time of the Assessment: \_\_\_\_\_ End Time of Assessment: \_\_\_\_\_

Date of the Pre-Event Meeting: _____		Length of Event: _____ to _____	
		<b>Comments</b>	
1. Check ID for all attendees who plan to consume alcohol who appear to be under 30 years of age?	YES	NO	
2. ID checking material will be placed at every ID station? i.e. under 21 four states guide, fake ID chart, etc.	YES	NO	
3. Health Department wristbands will be used on all attendees who will be consuming alcohol who are 21 years or older.	YES	NO	
4. Adequate staffing to monitor alcohol consumption will be provided.	YES	NO	
5. There will be an enclosed area/fencing for where alcoholic beverages were to be served/consumed.	YES	NO	
5a. The enclosed area will have someone monitoring the exit to keep people with drinks from walking out?	YES	NO	
6. The ID verification area will be separate from where the alcohol is served.	YES	NO	
7. The non-alcoholic beverages and water will be placed in a different area away from the alcoholic beverages.	YES	NO	
8. Pitchers of beer will not be allowed.	YES	NO	
9. Limit the number of alcoholic beverages that may be served at one time.	YES	NO	
10. Only cans or clear 12-ounces plastic cups of alcohol will be used.	YES	NO	

11. Avoid drink promotions.	YES	NO	
12. All servers must be 21 years or older.	YES	NO	
13. Absolutely no service to attendees who are showing signs of intoxication.	YES	NO	
14. Develop written, consistent procedures for handling anyone who appears to be intoxicated.	YES	NO	
14a. Have you agreed to document any service refusal of alcohol in the Incident Log Book that is provided?	YES	NO	
15. Prohibit drinking by servers while on duty.	YES	NO	
16. Were food, water, and non-alcoholic beverage served in the different place than where the alcohol was served?	YES	NO	
17. Provide and post options for alternative transportation if needed.	YES	NO	
18. Post signage, table tents, and banners in a visible place displaying alcohol policies and procedures.	YES	NO	
19. Is your event for all ages (family event)?	YES	NO	
20. Limit the hours of alcohol sales and discontinue sales 30 to 60 minutes before the end of the event.	YES	NO	

23. Any additional comments?

# APPENDIX B:

## Questions to Address for Alcohol Policy Manual

- \_\_\_ What are your community ordinances?
- \_\_\_ Who will be allowed to purchase alcohol?
- \_\_\_ What will be done to ensure event attendees do not carry-in alcohol?
- \_\_\_ What are your hours of operation?
- \_\_\_ What time will alcohol sales start and end?
- \_\_\_ How many drinks may customers purchase at one time?
- \_\_\_ Where will alcohol be allowed?
- \_\_\_ Who will be allowed to serve alcohol?
- \_\_\_ Who will monitor access into and out of the designated alcohol area?
- \_\_\_ Who will be allowed in the designated alcohol area?
- \_\_\_ Where will the designated alcohol area be?
- \_\_\_ How will admissions to the alcohol area be controlled?
- \_\_\_ Who is providing your enforcement? Who will ensure they have copies of the alcohol policies and procedures?
- \_\_\_ Who is providing emergency medical services? Who will provide copies of the alcohol policies and are they prepared to handle alcohol related emergencies?
- \_\_\_ What steps will be taken to check the identification of those purchasing alcohol?
- \_\_\_ What procedure should event staff follow if they spot a fake ID?
- \_\_\_ Who will be selling alcohol? How have they been made aware of the alcohol policies and procedures? Are they reliable and trustworthy?
- \_\_\_ What are the steps for reporting underage drinking?
- \_\_\_ What procedure should a vendor follow when refusing to sell to an impaired person?
- \_\_\_ When should a vendor refuse to sell to an event attendee over the age of 21?
- \_\_\_ How should impaired persons be reported?
- \_\_\_ Who will monitor vendors and crowd for violations?
- \_\_\_ How will you distribute your alcohol policies and procedures manual among volunteers and other personnel?

# APPENDIX C:

## Community Event Alcohol Policies and Procedures Manual

### Preventing Underage Sales

- I. Wristbands will be used to identify people 21 and older.
- II. Alcohol servers will sell alcoholic beverages only to customers with a valid wristband.
- III. Limit the number of alcoholic beverages that can be purchased at one time
- IV. Alcohol sales and consumption will be restricted to the designated alcohol area.
- V. Access to the alcohol area will be restricted to those with wristbands.
- VI. Alcoholic beverages will be served in cups that are easily distinguishable from non-alcoholic beverages.

### Preventing Intoxication

- I. Alcohol servers will not sell to any customers appearing obviously intoxicated.
- II. Alcoholic beverages will be served in single serving size cups (12 oz. for beer and wine coolers, 5 oz. for wine).
- III. Food and non-alcoholic beverages will be sold inside and outside of the designated alcohol area.
- IV. Alcohol sales will stop 30 minutes before closing.
- V. Drink promotions, bucket specials and pitchers will not be offered.
- VI. Sales will stop 1 hour before closing.

### Staffing and Management

- I. All alcohol servers are required to attend alcohol awareness training.
- II. All alcohol servers must be 21 years or older.
- III. Security will be contracted to monitor alcohol consumption, alcohol sales and entrance to the designated alcohol area.
- IV. All event staff must be sober while working.
- V. All staff, including contracted staff, must sign a form indicating that they have read and will uphold these alcohol policies and follow these procedures.
- VI. All staff will be given a copy of these policies and procedures.
- VII. All staff must record all questionable incidents on an incident report form.
- VIII. All staff will meet before the festival begins to discuss rules and ways to prevent/handle problem situations.
- IX. Alcohol sales will be overseen by at least one licensed bartender at all times.

# APPENDIX C CONTINUED:

## Community Event Alcohol Policies and Procedures Manual

### Protecting the Community

- I. Staff will monitor parking lots and surrounding property for suspicious activities to ensure pedestrian safety.
- II. Parking areas will have adequate lighting for secure monitoring.
- III. Alcohol industry sponsorship is prohibited.
- IV. All sales will comply with local ordinances.
- V. The designated alcohol area will be placed away from family activities, restrooms and food vendors.
- VI. Event attendees will not be allowed to carry-in alcohol.
- VII. Alcohol policies will be displayed at the event and advertised prior to the event.

### Procedures: Need To Be Documented in the Incident Reporting Form

- I. **Checking Identification:** Identification must be shown in order to purchase alcohol and/or obtain a wristband. No ID, no service. Wristband distributors, and occasionally alcohol servers, must check ID's for authenticity and age. If a customer does not want to comply with these rules, wristband distributors or servers may refer them to law enforcement or security personnel.
- II. **Reporting underage drinking or impaired persons:** If an underage person is caught drinking or impaired persons are spotted, they should be referred to law enforcement or security personnel and escorted out of the event premises. The event coordinator should be notified.
- III. **Refusing sales:** Servers reserve the right to deny sales for any reason. If a customer does not want to comply with these rules, servers may refer them to law enforcement or security personnel.
- IV. **Medical Emergencies:** In the event of a medical emergency, 911 should be called and security personnel and the event coordinator should be notified.

# APPENDIX D:

## KEG SIZES

You need to figure out how many people are attending the festivity and their level of participation in order to determine what size keg to order. Keep in mind that in beer parlance, a *barrel* — 31 gallons — doesn't really exist except for accounting and brewery-capacity purposes.

### U.S. Kegged-Beer Serving Table

Size of Keg	Number of 12-Ounce Servings	Number of 8-Ounce Servings
Sixth barrel “mini” keg (5.16 gallons)	55	82
Quarter barrel/Pony keg (7.75 gallons)	82	124
Half barrel (15.5 gallons)	165	248

### Keg Specifications for U.S. 1/2 Barrel (Standard Keg)

12 oz. Case Equivalent = 6.8 Cases  
12 oz./can or bottle Servings= 165  
16 oz./pint servings= 124

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Other Dimensions of a Keg of Beer.  
Full Keg Weight = 160.5 Pounds  
Empty Keg Weight = 29.7 Pounds  
Beer Weight = 130.8 Pounds

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Height of Keg = 23.3 Inches  
Diameter of Keg = 16.0 - 17.0 Inches

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Contents in Gallons = 15.5 Gallons  
Contents in Liters = 58.7 Liters





# **APPENDIX E:**

## **Sample Signs**

# No Outside Beverages Allowed



**WRISTBANDS  
REQUIRED  
TO PURCHASE  
AND/OR  
POSSESS  
ALCOHOL**



# We ID

*Please make sure to  
have your ID ready*

We want to make sure we follow the law  
by only providing alcohol to people  
21 years and over at our event.

If you are asked for ID, please take it as a compliment.



**kNOWDRINKING.net**

# Get Your ID Ready!

Anyone born on or  
before \_\_\_\_\_ 1997

Today's Month & Date

is 21 years of age or  
older and will need a  
wristband to drink  
alcohol.



**IF YOU CHOOSE  
TO DRINK,  
PLEASE DO SO IN  
A RESPONSIBLE,  
SAFE, SENSIBLE  
& HEALTHY WAY.**



**Serving alcohol  
to minors or  
intoxicated  
persons is  
against law.**



**Patrons will  
not be allowed  
to serve  
themselves**





**If you plan  
to drink,  
please have a  
designated,  
non-drinking  
driver.**



**kNOWDRINKING.net**

# BEHAVIOR CUES OF INTOXICATION

- Notable changes in behavior, becoming loud, talkative, or exhibiting mood swings.
- Changes in signs of poor judgement, inappropriate behavior, gestures, language or becoming overly friendly.
- Changes in reaction, unfocused eyes, slurred or slowed speech or losing train of thought.
- Changes in coordination, stumbling, dropping belongings, or difficulty picking things up.



# **Alcohol Prohibited Beyond This Point**



# APPENDIX F:

## Responsible Party Accountability Statement

### Responsible Parties: Read and Sign

I understand that our community event is dedicated to the safe and responsible sale and service of alcohol.

I will not consume alcoholic beverages while on duty.

I understand that the following procedures need to be documented in the incident reporting form.

- **Checking Identification:** Identification must be shown in order to purchase alcohol and/or obtain a wristband. No ID, no service. Wristband distributors, and occasionally alcohol servers, must check ID's for authenticity and age. If a customer does not want to comply with these rules, wristband distributors or servers may refer them to law enforcement or security personnel.
- **Reporting underage drinking or impaired persons:** If an underage person is caught drinking or impaired persons are spotted, they should be referred to law enforcement or security personnel and escorted out of the event premises. The event coordinator should be notified.
- **Refusing sales:** Servers reserve the right to deny sales for any reason. If a customer does not want to comply with these rules, servers may refer them to law enforcement or security personnel.
- **Medical Emergencies:** In the event of a medical emergency, 911 should be called and security personnel and the event coordinator should be notified.

I have read and understand the policies. I recognize that my failure to follow these policies may result in negative consequences for my organization.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX G:

## INCIDENT LOG

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

INCIDENT NUMBER: \_\_\_\_\_

Incident Time	Action Taken	Patron's Name/Description	Reason	Patron Departure	Initials	
Time: __ a.m. __ p.m.	<input type="checkbox"/> ID checked <input type="checkbox"/> Refused service <input type="checkbox"/> Cut off service <input type="checkbox"/> Ejected from premises		<input type="checkbox"/> No ID <input type="checkbox"/> Minor <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other	<input type="checkbox"/> Left alone <input type="checkbox"/> Left with friends <input type="checkbox"/> Taxi <input type="checkbox"/> Other: _____	<input type="checkbox"/> Police <input type="checkbox"/> Unknown	

## ACCIDENT/INJURIES

Incident Time	Part of Body Injured	Reason Injury Incurred	Description of Incident	Action Taken	Initials
Time: __ a.m. __ p.m.				<input type="checkbox"/> Refused assistance <input type="checkbox"/> Administered First Aide <input type="checkbox"/> Phoned Ambulance <input type="checkbox"/> Phoned Police <input type="checkbox"/> Completed Injury Report <input type="checkbox"/> Reviewed Incident with Manager <input type="checkbox"/> Notified Lawyer <input type="checkbox"/> Notified Insurance Company <input type="checkbox"/> Other: _____	

Non-Alcoholic Drink  Offered  Accepted

Alternate Transportation  Offered  Accepted

Were Policies Followed?  Yes  No

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Followup/Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX H:

## ID Verification & Alcohol Wristband Orientation

### Policy:

- Any adult who wants to purchase or possess alcohol is required to wear a wristband
- All adults who want to purchase or possess alcohol need to provide a government-issued photo ID in order to obtain a wristband.

**Anyone born on or before Today's Date, 1997, is 21 years of age or older**

### *Process to follow when checking ID:*

Compare the person to the picture on the ID:

- Is it the same person? (Consider shape of face, eye color, and approximate height/weight)
- If in doubt, try asking them: What is their address & zip code on the ID or What is your middle name? (Watch for hesitation or nervousness)

Are they of age? According to the ID:

- MD driver's licenses will list the date someone turns 21 under their picture if 18-21. Date they turn 21 will be in RED below their picture on older versions of ID. New licenses issued after June 2016 will have a black box stating the date they turn 18 or 21.
- MD licenses: Over 21: printed horizontally, Under 21: printed vertically (exception may be someone who just turned 21 and doesn't have their new license yet).

Is the card legitimate?

- Is the surface smooth, especially around the picture?
- Maryland's driver's license was last updated in 2016, and the old technology is vulnerable to counterfeiting and fraud. The new cards proudly feature iconic Maryland symbols, including the Chesapeake blue crab, Oriole bird and the State House. It will also have 2 hologram pictures of the person in addition to their main picture.
- Is any printing (such as date of birth) a different style than the rest of the print (may be altered)?
- Does the back have the 2 different kinds of bar coding?
- If the card says "duplicate", ask for a second form of ID.
- Expired ID's should not be accepted unless they have a valid 30-day interim document.

If you have any doubts about the person's age or identity, you are **not required** to give them a wristband. Trust your intuition, especially if the person seems nervous.

If anyone gives you difficulty, use the radio to have a Law Enforcement/Security assist you.

- Legally, you can keep the ID until the officer arrives, but if the person is agitated, remain calm and give the ID back if you feel it's unsafe to keep it.

Wristbands:

Apply to wrist, leave only a small amount of space between arm and wristband so it can't be slid off.

To learn more about the new Maryland driver's licenses and ID cards, visit the MVA website at [www.mva.maryland.gov](http://www.mva.maryland.gov).

# APPENDIX I:

## Helpful Resources

<https://www.samhsa.gov/underage-drinking> Talk, They Hear YOU.

<https://www.samhsa.gov/too-smart-start> Too Smart ToStart

<https://www.consumer.ftc.gov/features/feature-0028-we-dont-serve-teens> We Don't Serve Teens

<http://abovetheinfluence.com/> Above the Influence

<https://pubs.niaaa.nih.gov/publications/Hangovers/beyondHangovers.pdf> Beyond Hangovers

<https://www.rethinkingdrinking.niaaa.nih.gov/> Rethinking Drinking

[https://pubs.niaaa.nih.gov/publications/RethinkingDrinking/Rethinking\\_Drinking.pdf](https://pubs.niaaa.nih.gov/publications/RethinkingDrinking/Rethinking_Drinking.pdf) Rethinking Drinking Booklet

# APPENDIX J:

## Event Assessment Form

Organization / Event Name: \_\_\_\_\_ Length of Event: \_\_\_\_\_ to \_\_\_\_\_

Assessor: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Start Time of the Assessment: \_\_\_\_\_ End time of Assessment: \_\_\_\_\_

				Comments	
1. Did you see people carded who appeared to be under the age of 30?	YES	NO			
2. Did you see ID checking material available at every ID station? i.e. under 21 four states guide, & fake ID chart					
3. Were wristbands used to identify all people who were age 21 and older?	YES	NO	SOME		
4. Was there adequate staffing to ensure to monitor alcohol consumption?	YES	NO			
5. Was there an enclosed area/fencing for where alcoholic beverages were to be served/consumed?	YES	NO			
5a. If there was an enclosed area, was someone standing by the fencing blocking people with drinks from walking out?	YES	NO	N/A		
6. Was the ID verification area separate from where alcohol was served?	YES	NO			
7. Were the non-alcoholic beverages sold in a different place than the alcoholic beverages?	YES	NO			
8. Were pitchers of beer served?	YES	NO			
9. Were people only allowed to be served no more than two alcoholic beverages at a time?	YES	NO			
10. Were only cans or clear 12-ounces plastic cups of alcohol used?	YES	NO			
11. There were NO price discounts on alcoholic drinks? If no, please provide a description to the right (i.e. All-you-can-drink, tickets or drinks at a lower price, or if pitchers of beer)	YES	NO			



12. Did all the servers appear to be age 21 or older?	YES	NO		
13. You did NOT observe any <i>obviously</i> intoxicated people being served alcohol? If no, please explain i.e. People who cannot walk/talk well, etc.	YES	NO		
14. Did you see any of the servers refusing patrons from continuing to drink? Please provide a description to the right (i.e. what did they say? did they offer food or water instead, call the manager, etc.)	YES	NO		
14a. If yes, did you see any of the servers document the refusal in their Incident Log Book?	YES	NO	N/A	
15. All the servers you saw were NOT consuming alcohol while on duty?	YES	NO		
16. Were food, water, and non-alcoholic beverage served in the different place than where the alcohol was served?	YES	NO		
17. Was there signage or announcements about providing transportation to patrons who may need it.	YES	NO		
18. Did you observe signage, table tents, or banners in a visible place displaying alcohol policies /procedures?	YES	NO		
19. Would you bring your children or grandchildren to this event?	YES	NO		
20. When did alcohol sales end?	1 hour before the event ended	30 min before the event ended	When the event ended	
21. <b>Where</b> were people smoking at this event?				
22. On a scale from 1 to 4, rate the level of intoxication at this event? 1 no one overly intoxicated 2 3 or 4 extreme amount of drinking	1 or 2	3 or 4		

23. Any additional comments?

# APPENDIX J:

## Table Tent

**WATCH your BAC.**  
*If you are 21 or older*

- Eat before & while drinking.
- Alternate between alcohol and water.
- Count your drinks.
- Pace your drinks to one or fewer per hr.

**The event staff and volunteers have the RIGHT and RESPONSIBILITY to refuse service to any patron who is:**

- **Obviously Intoxicated.**
- **In Danger of Being a Drunk Driver.**
- **Below the Legal Drinking Age.**

**The event staff and volunteers have the RIGHT and RESPONSIBILITY to refuse service to any patron who is:**

- **Obviously Intoxicated.**
- **In Danger of Being a Drunk Driver.**
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## **DRUG FREE COMMUNITIES**

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Garrett County, MD

***Drug Free Communities Coalition** is a collaboration of agency and community members from Garrett County who have come together to address the growing problem of substance abuse in our community.*

***Our Vision:** Garrett County Communities working together towards safe, healthy, and drug free youth, families, and work environments.*

***The Mission:** Garrett County Drug Free Communities Action Team is to reduce consequences of substance abuse in Garrett County by leading and educating the communities about the extent of our drug problems, raising awareness of substance abuse problems and solutions, connecting people to resources, and developing ongoing strategies to prevent youth substance use.*

For more information or to become involved, please contact Kendra McLaughlin  
at the Garrett County Health Department at (301) 334-7730 ext. 7732

[www.drugfreegarrettcountry.org](http://www.drugfreegarrettcountry.org)