

Event Planning Checklist

Activity	Person Responsible	Done
Recruit alcohol management committee members		
Establish roles, responsibilities and expectations		
Start to develop alcohol management plan		
Contact local government authority re: licensing/permits		
Research and secure insurance requirements		
Create site plan		
Meet with security and emergency representatives – if not on planning committee– to discuss safety and emergency plans		
Discuss communications plan – signage needs, etc.		
Recruit volunteers		
Confirm / licensing permit approval		
Meet with the security detail		
Promote alcohol restrictions at the event		
Facilitate volunteer training including responsible beverage service		
Meet with vendors, volunteers, staff and planning committee		
Schedule an event walk-through with enforcement		
Review alcohol management plan to ensure nothing is overlooked		
Create a detailed schedule or timeline and confirm the point of contact		
Conduct a final walk-through		
Create and distribute contact numbers for vendors and volunteers		
Host event		
Send thank-you notes to stakeholders, staff, volunteers and security		
Facilitate a debrief meeting with the planning committee and law enforcement to identify success and areas of improvement		