

Alcohol Management Planning Guide

	Event Details	
Name of Event		
Date of Event		
Venue		
Venue Address		
Event Start Time		
Event End Time		
Event Chairperson		
Phone Number		
Email Address		
Description of Event		
Event Target Audience		
Law Enforcement Contact Person		
Department		
Phone Number		

Permit/Licensing/Liability

Will alcohol be served or available at the event?

- No - alcohol will not be served or consumed at the event
- Yes - alcohol will be sold or supplied at the event, and a permit is required.
- Attendees can bring their own alcohol

Licenses/Permits	
Person holding the permit/ license approval	
Contact Number	

License/Permit Type	Date Submitted	Approval Date	Contact

Insurance Liability

Event is underwritten by:

Contact Number

Type of Insurance

Policy Number

Value

Type of Insurance	Policy Number	Value

Health and Safety Permits

Contact Number

Required Permit

Policy Number

Date Submitted

Date Approved

Required Permit	Policy Number	Date Submitted	Date Approved

Have all stakeholders, staff and volunteers been notified of permit and licensing requirements, restrictions and expectations?

No - alcohol will not be served or consumed at the event

Yes - alcohol will be sold or supplied at the event, and a permit is required.

Site Plan

Include the following locations. Explain why any unchecked location isn't needed.

<input type="checkbox"/>	Surrounding Area	<input type="checkbox"/>	Lost Kids/Property
<input type="checkbox"/>	All Entrances and Exits	<input type="checkbox"/>	Emergency Access Routes
<input type="checkbox"/>	Food Location	<input type="checkbox"/>	Vendor Location
<input type="checkbox"/>	Alcohol Service Locations	<input type="checkbox"/>	Approved Alcohol Consumption Areas
<input type="checkbox"/>	Pedestrian Only Pathways	<input type="checkbox"/>	Vehicle Pathways
<input type="checkbox"/>	Parking	<input type="checkbox"/>	Non-Alcohol (Dry) Areas
<input type="checkbox"/>	Stage Location (if applicable)	<input type="checkbox"/>	Toilet Facilities
<input type="checkbox"/>	Participant Seating Areas	<input type="checkbox"/>	Communication Center/Command Post
<input type="checkbox"/>	Security and Police Location	<input type="checkbox"/>	Entertainment Sites
<input type="checkbox"/>	Fire Extinguishers	<input type="checkbox"/>	Trash Locations
<input type="checkbox"/>	First Aid Sites	<input type="checkbox"/>	Rest Areas (if applicable)
<input type="checkbox"/>	Media Check-In	<input type="checkbox"/>	Lighting Locations

Explanation for unchecked locations:

Attach a copy of your site plan. All stakeholders, staff and volunteers should receive a copy of the site plan.

Transportation

Will transportation be provided?

What types of transportation are provided to intoxicated patrons?

Communications

Will there be an established communications area for participants, stakeholders, staff and volunteers at the event?

Yes

No

Will transportation be provided? Explain the systems and technologies that security and emergency service personnel use to communicate.

Explain the systems and technologies in place for communicating with patrons.

Explain systems and technologies in place for communicating with staff and volunteers.

Security

Has security been confirmed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	------------------------------	-----------------------------

If yes, provide details:

Company:		Principal:	
----------	--	------------	--

Accreditation details:	
Number of personnel:	

If no, describe security arrangements:
--

Event security will:

Commence at:		Conclude at:	
--------------	--	--------------	--

When will police and liquor license briefing and debriefing involving all security personnel be held?

Date Before Event:		Date After Event:	
Officer to be present:		Liquor license representative to be present:	

Explain security arrangements to address alcohol issues and risks.
--

Lighting

Is there sufficient lighting to address safety and emergency issues?

Yes

No

Explain the location for lighting.

Alcohol Management

BYO and non-BYO events

Is this a BYO event?

Yes

No

If yes, explain the security and risk management plan.

Messaging and Signage

How will patrons know alcohol service restrictions and requirements will be enforced, including that alcohol will not be served to minors and intoxicated patrons?

Event Publicity <input type="checkbox"/>	Ticketing <input type="checkbox"/>	Signage (provide examples) <input type="checkbox"/>
--	------------------------------------	---

Other:

Responsible Service of Alcohol

Will responsible beverage service training be available to volunteers and staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If yes, what will be included in the training?

Who will conduct the training?

If not, why will training not be provided? How will staff and volunteers meet requirements and expectations?

Minors

How will underage patrons be identified?

Beverage Options

What types of alcohol and non-alcoholic drinks will be available at the event? What will be the pricing structure?

Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$
Drink	Price: \$	Drink	Price: \$

Is drinking water available (free of charge) to all patrons attending the event?

Yes

No

Is the location of the water clearly posted and marked on the map?

Yes

No

Beverage Containers

What type of containers will be used to serve drinks?

Is there a clear distinction between alcohol and non-alcohol options?

Yes

No

Alcohol Service Hours

What hours will alcohol be served?

Note: if the event is multiple days, list each day's service hours.

Alcohol Consumption Areas

How many alcohol dispensing and consumption areas will be available?

Dispensing:

Consumption:

How will boundaries of consumption areas be defined and promoted (fencing or within a building)?

Documentation

Who is responsible for maintaining documentation?

Name:		Role:	
Email:		Phone:	

Documents to Include:

<input type="checkbox"/>		<input type="checkbox"/>	
	Committee Member Directory		Record of meetings
	Licenses/Permits		Applications for licenses/permits
	Emergency Plan		Alcohol Plan
	Copies of Signage		Emergency Plan
	Site Plan		Responsible Server Training Attendee List
	Responsible Server Training materials		Security Contact information
	Participant Seating Areas		Communication Center/Command Post
	Security and Police Location		Entertainment Sites
	First Aid Sites		Rest Areas (if applicable)

Sources: (Adapted) Queensland Police and Department of Tourism, Sport, and Racing, Liquor Licensing Division, Queensland Government⁷ and The University of Western Australia⁸