

| <b>ALCOHOL SERVER GUIDELINES</b>   |                 | No                                  | Yes             |
|--|-----------------|-------------------------------------|-----------------|
| <b>Keep it Safe</b>  |                 |                                     |                 |
| <b>Signage:</b> Post “No one under age 21 will be served.” sign  |                 |                                     |                 |
| <b>Checking Ids:</b> Check id of all customers appearing to be under the age of 30.  |                 |                                     |                 |
| <b>Limit the number of servings</b> per person per purchase to two.  |                 |                                     |                 |
| <b>Limit cup size</b> to 12 ounces for beer and wine coolers and 5 oz. for wine.   |                 |                                     |                 |
| <b>Use Wristbands</b> Use wristbands to identify people who are 21 and older.  |                 |                                     |                 |
| <b>Use Distinguishable Cups</b> Use cups for alcoholic beverages that are easily distinguishable from non-alcoholic beverage cups. |                 |                                     |                 |
| <b>Keep it Smart</b>   |                 |                                     |                 |
| <b>Restrict Age of Servers</b> Restrict alcohol servers 21 years and older.  |                 |                                     |                 |
| <b>Offer free water at booth</b> paper cups and water pitchers at booth  |                 |                                     |                 |
| <b>No Drinking Alcohol on the Job</b> No drinking in the booth while serving alcohol.  |                 |                                     |                 |
| <b>Stop alcohol service</b> one hour before the scheduled end of the event.  |                 |                                     |                 |
| <b>Absolutely no alcohol sales</b> to anyone appearing <b>obviously intoxicated</b> .  |                 |                                     |                 |
| <b>Keep it thoughtful</b>  |                 |                                     |                 |
| <b>Post alcohol guidelines</b> and make sure they are consistently enforced.   |                 |                                     |                 |
| <b>At least one person at event will have received Alcohol Awareness Training</b>  |                 |                                     |                 |
| <b>Have a plan</b> in case there is a problem  |                 |                                     |                 |
| <b>Guidelines to be read and signed by all alcohol servers:</b>  |                 |                                     |                 |
| <i>I have read, understood, and will enforce all these guidelines:</i>   | Date:           | Comments:                           |                 |
|  |                 |                                     |                 |
| <b>Schedule &amp; Servers names</b>  | <b>initials</b> | <b>Schedule &amp; Servers names</b> | <b>initials</b> |
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