Montgomery County
KEEPING IT SAFE*

Under 21 Alcohol Prevention Coalition

Under 21 Alcohol Free Events
Best Practices

Coalition Partners

Arise and Flourish

Montgomery County
Alcohol Beverage
Services

Montgomery County
Department of Police

Montgomery County
Public Schools

Stage 2 A/V Productions

Traveltelevision

Washington Regional
Alcohol Program

Site Selection Tips
- Does the site layout permits for adequate movement flow and sight lines?
- What is the number of occupants allowed by the Montgomery County fire code? To take the Crowd Manager program by visit: https://mdsp.maryland.gov/Pages/default.aspx.
- For site references, call the Montgomery County Alcohol Beverage Services, Outreach Office, at 240-777-1954, or email abs@montgomerycountymd.gov.

Logistics
- Event Promotion – How will you get the word out to monitor RSVP's?
- The event should be independently targeted to middle school or high school, not both.
- Determine start time & end time – The event should end by a time that allows for the provisional driver's license to get home by midnight .

Check In & Check Out
Check In
- Registration table(s) – Collect students name, school, and emergency phone number
- Acceptable ID's: School issued student ID or school schedule
- Mark each student as they arrive with stamp or wristband
- Have a policy on what to do if attendee forgets or does not have an acceptable ID
- Have a coat/phone/purse check area

Check Out
- Have a policy in place if attendee leaves before event ends

- Will there be an admission fee/advance tickets sold? (this will limit accessibility)

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Food Service:
- If food is being offered, who will be providing the food (caterer, event location, etc.)?
- Will cost be in admission fee, or will it be an open cash concession for attendees?
- Make sure the room is well-lit
- Designated "cafe" area for students to relax, talk, and/or enjoy refreshments

Ratio of adult monitors to attendees:
- One adult monitor for every 50 youth, with a minimum of 2 adults monitors
- Have monitors arrive 30 minutes before the event starts for training
- Stagger monitors schedules, so some arrive 30 minutes before for training, and some remain on site for 30 minutes after the event is over for debriefing
- Monitors should stand out (example: bright colored t-shirts)

Plan for emergencies:
- Have a first aid kit available
- Determine a way to communicate with attendees' parents/guardians
- Map location lighting in case the lights go out
- Make flashlights readily available
- Have emergency contact numbers available
- Determine which cell phones will be used for communication between security and staff

Outside Event/Parking:
- Designate parking area
- Make sure the parking lot is well-lit
- Designate drop off and pick up areas
- Coordinate with police, traffic control at the end of the event
- Plan to address transportation needs of attendees if adult does not pick up students

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• A minimum of two (2) police officers should be hired to work the event
• Have an inclement weather plan

Policies

- No alcohol, tobacco, other drugs, smoking, violence, or weapons allowed on premise
- Appropriate behavior is expected: no rudeness, name calling, pushing, or shoving
- Establish a dress code. Do not allow clothing depicting alcohol, tobacco, and other drugs, suspected gang paraphernalia or inappropriate words.
- Make sure the event area is closed to the public during the event
- Have a written policy in place on what to do if someone arrives under the influence of alcohol or other substance
- Have a policy in writing for fire, fights, other reason to leave the building, etc.
  - Develop an exit plan
  - Use an incident report if a fight breaks out
- Monitor bathrooms consistently throughout the event
- Keep youth out of other parts of a hotel (if applicable)
  - What is acceptable? What is off limits?
  - Monitor/communicate with front desk staff on who may be renting rooms for the night