Under 21 Alcohol Free Events
Best Practices

Site Selection Tips

• Does the site layout permits for adequate movement flow and sight lines?

• What is the number of occupants allowed follows Montgomery County fire code? To take the Crowd Manager program simply log on to www.firemarshal.state.md.us and click on Crowd Manager.

• For site references, call the Montgomery County Alcohol Beverage Services, Outreach Office, at 240-777-1904 or 240-777-1989, or email abs@montgomerycountymd.gov.

Logistics

• Event Promotion
  - How will you get the word out and 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
  - Coat/phone/purse check

  **Check Out**
  - Policy in place if attendee leaves before event ends (example: no re-entry)

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

• 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?

• Room lighting: do not have it too dark.

• Designated “cafe” area for students to relax, talk, and/or enjoy refreshments.
  - Make sure the designated area is well lit
• Ratio of adult monitors to attendees:
  - 1 adult monitor for every 50 youth, with a minimum of 2 adults monitors
  - 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:
  - First aid kit available
  - How to communicate with attendees parents/guardians
  - If lights go out: location lighting, flashlights
  - Have emergency contact numbers available
  - Cell phones 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

• 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.

• Dress code: no one wearing clothing with Alcohol, Tobacco, and Other Drug (ATOD), suspected gang paraphernalia, inappropriate words, colors or markings will be permitted to enter.

• 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 (involve police; call parents).

• Have a policy in writing for: fire, fight, 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?
  - Hotel front desk: Monitor/communicate with front desk staff on who may be renting rooms for the night.