

Festival Planner Checklist

Pre-Festival:

Security:

- Hire adequate enforcement
- Make sure each security officer has a flashlight
- Assign a designated position to each officer

At the entrance to beer garden:

- ID checking guide
- Tally counter
- Wristbands
- Posters
- Policy manual

Designated Area:

- Make sure fencing is secure
- Security at each entrance

Festival Grounds:

- Make sure appropriate trash receptacles are available
- Make sure sufficient restrooms are available

Parking Lot:

- Make sure adequate lighting is available
- Make sure sufficient parking is available
- Ensure safe walking paths

At the Booth:

Behind Beer Booth:

- Policy manual
- ID checking guide
- Incident report form
- Cash box
- Easily distinguishable 12 oz. cups
- Pens

Signs and Posters:

- Post all signs for servers in visible location
- Make sure posters are visible for event attendees

Servers:

- Make sure all servers are over 21
- Remind servers that there is no drinking on the job
- Make sure servers are wearing their buttons
- Make sure all servers have reviewed policy manual
- Make sure all servers have a flip-card