

How to Enforce Your Alcohol Policies

1. **Provide** copies of policies to all staff and volunteers before their first shift.
2. **Train** your staff/volunteers on the policies. You can explain them, read them out loud, demonstrate them, or use any other method that insures your staff understands how to follow the policies. We will work with you to provide training as a part of this process.
3. **Document.** Make a record that you gave staff/volunteers the policies and trained them how to implement the policies. Keep the documentation.
4. **Enforce the policies.** When your staff member or volunteer is doing a good job, give him or her positive feedback.
5. **Follow through.** Your staff's actions are the real policies of your festival. Only by following through, by monitoring your staff's performance, will the written policy match the actual practices of staff.
6. **Permanence.** Follow procedures to make sure your policies are followed year after year.