



# SPECIAL OCCASION PERMIT EVENT CHECKLIST

You've obtained a Special Occasion Permit from SLGA and now it's time to make plans for your event. Most events rely on volunteers who will bring different skills and abilities. It's important to remember that everyone plays an important role in ensuring the overall success of your event and the safety of your guests.

Here are some tips that will help ensure your event and the service of alcohol is safe, problem-free and fun for everyone.

## Event Organizers

- Ensure that the event is structured in a way that is enjoyable and minimizes stress on your patrons.
- Do not sell more tickets to the event than the approved number of guests appearing on your permit.
- Try to minimize line-ups within the event (ex., entrance to the event).
- When promoting the event, don't promote overconsumption or unruly behaviour.

## Door Staff

- Be sure to continually check patrons for identification (ID) to prevent minors from purchasing or consuming beverage alcohol at the event.
  - Ensure one piece has a current photograph (ex., driver's licence).



- Do not accept electronic photos of any piece of ID.
- Request additional pieces of ID if needed.
- Check validity of the ID by asking for details such as address and postal code.
- Review any restrictions placed on your permit. Specifically, minors may only be allowed to attend the event if the approved permit has been endorsed accordingly.
- Monitor event size to avoid overcrowding.
- Refuse admission if an individual shows signs of intoxication.
- If refusing admission, explain in a polite and non-confrontational manner.

## Drink Ticket Staff

- Be aware of minors attempting to purchase drink tickets.
- If unsure of an individual's age, request ID when selling drink tickets.
- Discourage large drink ticket purchases, including when the event is close to its conclusion.
- Stop selling drink tickets early to ensure adequate time for guests to adhere to the tolerance period of the permit.
- Minors are not allowed to be involved with the sale of alcohol in any way, including the selling of drink tickets or the collecting of used drink containers from tables.

## Bar Staff

- Be aware of minors attempting to use drink tickets they have received from adults.
- If unsure of the age of a patron presenting a drink ticket, request ID when serving event guests.
- Monitor for overservice, excessive consumption and/or intoxicated patrons who continue to purchase beverage alcohol.
- Make sure bar staff open all cans and bottles before providing them to event guests.
- Age verification wrist bands are one way to verify the age of guests but do not fully replace the checking of ID.
- Sale and service of beverage alcohol must stop at least 30 minutes before the end time listed on the permit.



## Floor Monitoring Staff

- Be visible to all patrons by wearing identification (ex., vests, badges).
- Ensure alcohol is not being brought into the event by guests.
- Be sociable but don't visit for extended periods of time.
- To ensure the overall safety and security of guests, conduct facility sweeps, including auxiliary areas such as parking lots, washrooms, entrances and exits.

- Monitor for minors attempting to purchase and/or consume beverage alcohol within the event.
- Monitor for adults providing beverage alcohol to minors.
- Ensure venue exits are not blocked in any way.
- Ensure the safety of patrons by identifying and preventing dangerous situations you encounter.
- Monitor for intoxicated patrons and excessive consumption.
- Quickly clean spills and any broken glass to prevent injuries.
- Start to remind patrons of the tolerance period approximately one hour before the end time posted on the permit. Alcohol cannot be consumed after the end time stated on the approved permit.

## Emergencies

- All event workers and volunteers should have access to local emergency numbers.
- If a contentious situation arises, be prepared to document the incident and your actions as soon as possible in order to ensure an accurate account of the occurrence.

## All Workers

- Communicate regularly with other volunteers at the event.
- Ensure patrons are not removing alcohol from the event venue. Alcohol can only be served and consumed on the premises.
- Promptly deal with problem patrons to avoid others becoming involved.
- Speak to problem patrons calmly, respectfully and in a non-confrontational manner.
- If a patron must be removed, do so promptly without drawing any unnecessary attention.
- In the event of a dispute between patrons, be sure to separate them and remain neutral.
- If you feel you are losing control of a situation, be sure to quickly get help from other volunteers at the event.

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Tourism Saskatchewan Workforce Development offers an online course providing responsible alcohol service training to unpaid volunteers who serve or sell beverage alcohol at public special occasion events. The course provides information on how to identify signs of intoxication, promote the responsible sale of beverage alcohol, and understand the relevant liquor legislations here in Saskatchewan. Additional information on the course can be found [here](#).