**Alcohol Management Policy – Off Campus Event Checklist**

This checklist should only be used for events where alcohol is to be served, sold or supplied by any means, and must be read in conjunction with the **“Event Safety Management Checklist and Event Safety Management Plan”** checklist found at <https://www.adelaide.edu.au/hr/ohs/handbook/events/>

**Prior to Event**

|  |  |
| --- | --- |
| Event Organiser appointed (student or staff member) |  |
| Event venue(s) confirmed and approval received Yes / No |  |
| Risk Assessment completed |  |
| Approval from alcohol compliance officer (where over 200 people expected) |  |
| Alcohol Management Committee approval (where over 300 people expected) |  |
| Appropriate arrangements made for attendees to move safely between venues (if applicable) |  |
| Advertising conforms to policy |  |
| Promotions comply with ABAC code |  |
| Excessive consumption not encouraged |  |
| Rapid consumption not encouraged |  |
| Minors not encouraged to drink  |  |

**At Event**

|  |  |
| --- | --- |
| Event Organiser present at event |  |
| Drinks available |  |
| Supply in accordance with venue(s) licensing regulations |  |
| Water available (free) |  |
| Non-alcoholic drinks available |  |
| Appropriate pricing for non-alcoholic drinks |  |
| Responsible Service of Alcohol arrangement |  |
| Alcohol not served to persons under 18 |  |
| Information re transport options freely provided |  |
| No activities that encourage excessive or rapid consumption |  |
| Appropriate arrangements being used for attendees to move safely between venues (if applicable) |  |
| Event (consumption of alcohol) starts and ends at agreed times |  |