



# EXEMPT EVENT OPERATIONAL PLAN

As a condition of approval, the OLCC requires any applicant for an Exempt Event to complete an Exempt Event Operational Plan, if:

- The nonprofit or charitable organization will allow on-site consumption of alcohol at any of the approved Exempt Event addresses or locations, and
- There will be 501 or more individuals at an event address/location on a given approved Exempt Event date.

Please note that there may be other circumstances under which the OLCC may require an applicant for an Exempt Event to submit this form.

If there will be more than one applicant making alcoholic beverages available in the same Exempt Event area, all applicants may agree to submit and follow one plan. One plan may also be used for all Exempt Event addresses or locations associated with an event as long as each address or location will be managed in the same way. If there will be differences in the ways that the different subject locations are operated or managed, use a separate Exempt Event Operational Plan for each location.

In addition to this Exempt Event Operational Plan, an Exempt Event site plan drawing is required for each location where there will be more than 501 in attendance and where on-site consumption of alcohol will be allowed. For more information see the Exempt Events section of the [Special Event Guide for TSLs and Exempt Events](#).

1. Applicant (name of nonprofit or charitable organization):
2. Registry number:
3. Email:
4. Event Name:
5. Date(s) of event:
6. Start/End hours of alcohol service: \_\_\_\_\_ to \_\_\_\_\_ (include am/pm)
7. Event Street Address:
8. City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

**(If there will be multiple addresses or locations where alcohol will be offered for on-premises consumption and the expected attendance at the location is 501 or more individuals, please submit an Exempt Event site plan drawing for each location/address)**

9. Will minors be allowed at the event?      Yes      No
10. If yes, will minors and alcoholic beverage be allowed together in the same area?      Yes      No
11. Will any portion of the approved Exempt Event area be prohibited to minor patrons?      Yes      No

**If yes**, describe your plan to prevent minor patrons from gaining access to the prohibited area:

12. Estimated total attendance per day in the area(s) where alcoholic beverage will be sold or consumed:



13. Describe the primary activities within the Exempt Event area:
14. Do you estimate the number of guests in the Exempt Event area will be about the same during the entire time that alcohol is sold or consumed?      Yes      No  
If no, what are the estimated times that a greater number of guests will attend?
15. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring guest behavior?
16. Do you plan to require individuals who will be serving alcohol to have a valid OLCC service permit or to read the OLCC's [What Every Volunteer Alcohol Server Needs to Know](#) brochure prior to the event?      Yes      No  
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:
17. Will you have any **Alcohol Monitors** working in the Exempt Event area? *(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)*      Yes      No
18. If yes to #17, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of guests will attend and the estimated times when a regular number of guests will attend:
- \_\_\_\_\_ Minimum number during estimated times of greater guest attendance
- \_\_\_\_\_ Minimum number during estimated times of regular guest attendance
19. Will all **Alcohol Monitors** be required to have a service permit or required to read OLCC's [What Every Volunteer Alcohol Server Needs to Know](#) brochure prior to the event?      Yes      No  
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:
20. Will security or ID checkers be required to have a service permit or required to read OLCC's [What Every Volunteer Alcohol Server Needs to Know](#) brochure prior to the event?      Yes      No  
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:



21. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to guests?

Yes                      No            If yes, please describe:

22. Describe for alcoholic beverages meant for consumption in the Exempt Event area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages		
Wine		
Cider		
Distilled Liquor		

23. Describe how containers used to serve alcoholic beverages for consumption in the Exempt Event area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

24. What is the maximum number of containers of alcoholic beverages meant for consumption in the Exempt Event area that a guest may possess at any one time?

25. Describe the level of lighting the Exempt Event area will have to ensure the proper monitoring of guests:

\_\_\_\_\_ A level of lighting sufficient to read common newspaper print; or

\_\_\_\_\_ A level of lighting that will be (please describe):

26. If other methods for adequately managing the Exempt Event area will be used, describe them here (or submit a separate written, dated, and signed plan):

Applicant Name (please print):

Applicant Signature:

Signature date: