



Appendix C

Checklist

Complete the checklist below to ensure that you have followed the appropriate steps to organize a college related event where liquor will be served.

BEFORE THE EVENT

Review the Alcohol Serving Policy and related acts and regulations

Determine an appropriate location for the event
(for assistance contact roombookings@cotr.bc.ca)

Complete the Event Involving Alcohol Plan (Appendix A) and Risk Register (Appendix B)
Submit the completed documents to the appropriate Responsible Officer for review and signature.

Submit completed Event Involving Alcohol Plan and Risk Register to:
Facilities office for review by Director, Facilities Office of the Vice President Academic and Applied Research for review and final approval

Once approved, a copy of the approved Event Involving Alcohol Plan and a Notice of Catered Event will be returned to the Event Organizer by the Office of the Vice President Academic and Applied Research

WHEN APPROVAL IS RECEIVED

Contact Room Bookings (roombooking@cotr.bc.ca) to book the location that was approved in the Event Involving Alcohol Plan

Review Risk Register and make appropriate arrangements for additional security, equipment, janitorial, etc.

Contact the Colleges' food service provider to request food and beverages
If using an external caterer, they must hold a catering license or catering endorsement

DURING THE EVENT

Display Notice of Catered Event near the bar area during your event

Event Organizer is required to be in attendance for the duration of the event.

Event Organizer, servers and security must not consume alcohol during the event

Event Organizer is responsible for all attendees of the event: *provide alternative means of transportation for any potentially impaired attendees*

AFTER THE EVENT

Leave your event location clean