



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Special Event – Operational Plan

When this form is required: This operational plan form will be required to be completed and submitted as part of a special event application if the event has an expected daily attendance of 501 or more.

INSTRUCTIONS:

Applicants or third-party preparers will complete all required sections. Applicants will upload the completed form to CAMP as part of their special event application on the documents tab of the application.

SECTION SPECIFIC INFORMATION:

- **Section 1: Required.** Daily Attendance would be the total attendees visiting the event in a day, Peak Attendance is the maximum attendees that would be at the event during the busiest times.
- **Section 2: Required.** 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
- **Section 3: Required.** Minor patrons are persons under 21 years of age.
- **Section 4: Required.** Please fill out the table of drink sizes based on what drinks you will be serving at your event. The left column is the size of the containers themselves they would be served in, such as cups or glasses, with the right column the amount of alcohol of that type in that container. Examples would be 20oz cups with 16oz of malt beverages, or 5oz cups used for distilled spirits drinks with a max of 2 oz of distilled spirits in those drinks.
- **Section 5: Required for Non-Profit or Charities registered in Oregon only.** Applicants who are not non-profits or charities registered in the state of Oregon must skip this section.
- **Section 6: Optional.** This section is for any additional alcohol control information the applicant would like to provide. Additional documents can be submitted as part of the application as well.
- **Section 7: Required for Third-Party Preparers only.** If this form is being prepared by a third party (not the applicant), fill out this section with the third-party preparer's information. For events with multiple special event licenses being submitted, as it is common that they share the same overall operational plan, include the number of special event licenses that are being submitted for the event (estimate if exact number isn't known).



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Section 1 – General Event Info

Applicant name(s):

Event name:

Event address:

Ste:

City:

County:

Zip:

License type:

Event dates:

Start/End times of event:

Start/End times of alcohol service:

Expected daily attendance:

Peak expected attendance:

Section 2 – Alcohol Management

1. Describe the primary activities within the licensed area:

2. List the name, contact phone, and service permit numbers (if applicable) of alcohol managers on-duty in the licensed areas:

3. During the event, what will be the average number of on-site staff on-duty whose job includes monitoring patron behavior?

4. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

Section 2 Continued on next page



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Section 2 – Alcohol Management (Continued)

5. Will Alcohol Monitors work in the licensed area?

Yes. Please answer questions 6, 7, and 8 in this section

No. Please Skip to Section 3

6. List the minimum number of Alcohol Monitors you estimate will work during peak event attendance and outside of peak event attendance times:

a. Minimum number during peak event attendance:

b. Minimum number outside of peak event attendance:

7. Describe how alcohol monitors will be readily identifiable to patrons:

8. Are you requiring your alcohol monitors to have OLCC issued service permits?

Section 3 – Minor Patrons

9. Will you be allowing minor patrons at your event?

Yes. Please continue answering the questions in this section

No. Please Skip to Section 4

10. Will minors and on-premises consumption of alcohol be allowed in the same areas?

11. Will any portion of the licensed premises be prohibited to minors?

12. If your answer to question 12 is yes, please describe the prohibited areas and your control measures to prevent access by minors:



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Section 4 – Alcohol Service

13. Describe this event’s serving sizes for alcoholic beverages meant for on-premises consumption:

	Size of container alcohol will be served in (ex. 16oz):	Maximum amount of alcohol in container (ex. 6 oz):
Malt Beverages & Cider		
Wine		
Distilled Liquor		

14. Describe how containers used to serve alcoholic beverages for on-premises consumption will be visually different from containers of non-alcoholic beverages:

15. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that you will allow a patron to possess at one time?

Section 5 – Non-Profit and Registered Charity Information

Oregon registered non-profit organizations or charities ONLY

16. Is the applicant a nonprofit or charitable organization registered with Oregon?

17. How will your alcohol servers meet the training requirements for alcohol service?

OLCC Service Permit | Read & Sign [What Every Volunteer Alcohol Server Needs to Know](#)
 (Exempt Event Applicants Only) Pre-Event Training

18. How will your Alcohol Monitors or Security successfully ensure alcohol service safety?

OLCC Service Permit | Read & Sign [What Every Volunteer Alcohol Server Needs to Know](#)
 Pre-Event Training

If you are conducting pre-event training to service staff, **please describe your plan in Section 6** 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.



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Section 6 – Other Information

If other methods of managing the licensed area will be used, describe them here:
(or submit a separate document detailing the procedures)

Section 7 – Third-Party Preparation

Please fill out this section only if this form was prepared by someone who is not the applicant(s)

Date prepared:

Prepared by:

Estimated number of special event licenses applying for this event:

Contact Phone:

Contact Email: