Alcohol-Related Occurrence Log for On-Premise Licensees

Anytime something suspicious, questionable, or problematic occurs related to the service of alcohol or the presence of underage or high-risk patrons, please record it here so that management may become aware of it and so that there is a record of the action taken. Please give as much detail as possible (such as the name and state on ID, physical descriptions of individuals involved, what the person did or tried to do, what made you feel it was questionable or problematic, and how staff responded etc.). Please accurately record the date and time this happened.

Date	Time	Individuals Involved	Situation/Incident Description	Action Taken