### WORKPLAN AND TIME

**UNDERAGE DRINKING PREVENTION PROJECT**

*Updated: (give date)*

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<th>Task Assignment</th>
<th>Assigned To</th>
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#### GOAL
Reduce underage drinking by enforcing underage drinking laws and regulations

#### OBJECTIVE
Decrease by 10% the number of retailers who sell alcohol to minors Oct ’00

#### ACTION STEPS

1. Conduct compliance checks
   - Police Dept. 11/12
   - Alc. Enforce Unit 12/12
   - ABC investigators 12/12
   
   a. Produce interim report to present to coalition Staff 5/12
   b. Continue conducting on a monthly basis Staff 6/12

2. Publish the names of retailers that violate the law
   - Police/ABC 12/17
   
   a. Provide names Police/ABC 12/17
   b. Produce press release Staff 1/10
   c. Follow up with media regarding press release Staff 1/13

3. Determine the punishment given to retailers cited for sales to minor violations to insure it is sufficient and consistently applied.
   - B. Smith 1/21
   - J. Doe 2/21
   - C. Frank 3/21

   a. Attend Alcohol Beverage Control hearings Staff 5/21
   b. Prepare report for presentation to coalition Staff 4/21
   c. Prepare news release and conduct media follow up Staff May

4. Conduct server/seller training sessions
   - Meet with ABC to determine types of training currently available 2/10
   - Notify retailers of upcoming training session 3/10
   - Prepare survey and evaluation sheet for distribution at training 3/20
   - Conduct training session 4/10