RESPONSIBLE BEVERAGE SERVICE PROVIDER SUMMARY

Complete this form and attach any supporting documentation (i.e., enrollment forms, receipts, etc.)

PROVIDER NAME	PROGRAM NAME

Section 1: Policies

REGISTRATION MADE BY

☐ Online System ☐ Recorded Phone System ☐ Voice Call ☐ Other

REGISTRATION CONFIRMATION BY

☐ Email ☐ Phone Call ☐ Automated System ☐ Other

TUITION AMOUNT	DEPOSIT REQUIRED (if Yes, indicate minimum time frame)
	☐ No ☐ Yes minimum _____ days before class date
MINIMUM CLASS SIZE	MAXIMUM CLASS SIZE

WHAT IS THE TARDINESS POLICY (i.e., how many minutes late until registrant is refused admittance to class, etc.)

WHAT IS THE CLASS CANCELLATION POLICY (i.e., how will registrants be notified,)

WHAT IS THE REFUND POLICY (i.e., how many days notice is required, what percentage, if any, of the tuition will be refunded, etc.)

WHAT ARE THE MINIMUM STAFF QUALIFICATIONS (i.e., training experience, RBS experience, etc.)

WHAT ARE THE MARKETING PLANS (Please use an additional sheet if needed)

Section 2: Materials

CLASSROOM MATERIALS (Identify materials used during the training class)

☐ Workbooks ☐ Single Page Handouts ☐ DVD/CD ☐ Video ☐ Audio

☐ Slide Presentation ☐ Powerpoint Presentation ☐ Overhead Transparencies ☐ Other

TAKE HOME MATERIALS (Identify materials that the registrants will take home after the class)

☐ Workbook ☐ Single Page Handouts ☐ DVD/CD ☐ Other

ADDITIONAL PURCHASE MATERIALS (Identify materials available at an additional cost to the registrant)

☐ DVD/CD ☐ Video ☐ Audio ☐ Other

ONLINE MATERIALS (Identify materials available online for registrants before and/or after training class)

☐ Workbooks ☐ Single Page Handouts ☐ Video ☐ Audio ☐ Other

Section 3: Additional Comments (please explain any "Other" responses given above)