

## Checklist: Ten Things to Do When Providing Food and/or Beverages under OJP Awards

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- Provide a speaker/program at a working lunch or dinner (a working breakfast is not allowable).
- Support the event with a formal agenda.
- Make the event mandatory for all participants.
- Do not pay for bar charges using registration fees (i.e., program income).
- Do not make alcohol available at the event.
- Provide appropriate break foods.
- Provide several hours of substantive information both before and after food and/or beverages are served. (Please note that viewing exhibits is not considered to be substantive information.)
- Do not end events with a meal and/or break.
- Keep costs reasonable (see next section on minimizing costs).
- Advise participants to reduce per diem appropriately.