

# How to Turn Away Patrons Professionally



A quick-reference guide for security and front-of-house teams using digital ID scanning systems.

## WHY THIS MATTERS

How you turn someone away can make or break the moment. Done poorly, it can escalate tensions—but done well, it protects your staff, your guests, and your brand. This guide offers tips and sample language to help your team respond confidently when an ID fails verification or is flagged.

### 1) LET THE SYSTEM TALK

When an ID is flagged, your staff shouldn't have to explain or justify. Instead, keep it neutral and firm:

*"Unfortunately, we're unable to admit you tonight based on our ID verification system. We follow a strict policy to ensure the safety of everyone in the venue. Thank you for understanding."*

### 2) STAY NEUTRAL

If the guest becomes defensive or upset, avoid debating the result or making it personal. Repeat your message with calm confidence.

*"We understand this can be frustrating. If you believe this is a mistake, there's a process to follow up—I'm happy to give you the contact information."*

### 3) OFFER A NEXT STEP

If someone feels they've been wrongly flagged, offer a manager's contact card or your venue's follow-up procedure. Let them know there's a review process.

*"Every flag in our system can be reviewed. If you'd like to dispute this, you're welcome to contact our management team."*