

DECISIONS

Alcohol Awareness & Education™

College Edition

Social Event Checklist

This is a general checklist of things to consider when hosting a social event involving the presence of alcoholic beverages. It should be used for planning purposes.

General questions for all events:

- Who is hosting the social event?
- When is the event (date and time)?
- How long will the event last, and what time will it end?
- Where will the event be held?

Consider the following for smaller social gatherings:

- How will you keep the party from growing uncontrollable?
- How will you mitigate noise and the risks noise brings (visit from police, party crashers)?
- How will you handle drunk guests or slow down the drinking?
- What risks are you potentially liable for?
- Drinking games carry considerable risks. Will you allow them?

For larger events, especially those hosted by organizations, clubs or teams, consider the following:

- How many people do you expect to attend?
- Who will be attending the event? Will it be roommates and friends or members of your team or organization? Or, is this an open invitation event?

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How will alcoholic beverages be available to members and guests?

- Purchased from licensed Third-Party Vendor
- BYOB (by individual, of-age attendees)

If BYOB, have all venue residents been notified and agreed to hosting the event?

_____ **YES** _____ **NO**

- If BYOB, describe the alcohol CHECK-IN procedure including location of the “bar”:

- If BYOB, describe the alcohol DISTRIBUTION procedure including name(s) of person(s) distributing alcohol (must be 21+ years old):

- If BYOB, describe where the event will be confined to, how entrance/exit will be monitored, who will monitor entrance, and how non-common areas will be prohibited for guests:

- List the names of those who will serve as sober monitors and/or those who will remain sober for the duration of the event (we suggest 1 sober monitor for every 15 guests):

- What are the responsibilities of the sober monitors during the event?

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|--|--------------------------------------|
| _____ Check IDs | _____ Call for help if needed |
| _____ Manage Guest List | _____ Other |
| _____ Manage Bar | _____ Other |
| _____ Monitor Policy Compliance | |

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- Will any vendors be used for this event? Check all that apply:

_____ **Food Service** _____ **DJ/Bands**
_____ **Caterer** _____ **Security/Police**
_____ **Cash Bar** _____ **Bus Company**
_____ **Bartender** _____ **Other**

- Methods to consider to limit individual consumption of alcohol:

_____ **Licensed Bartender** _____ **Punch Card System**
_____ **BYOB: Limited to Bringing** _____ **Other**
_____ **Ticket System** _____ **Other**

- How will the verification of legal drinking age be accomplished? Check all that apply:

_____ **Hosts checking IDs at the entrance**
_____ **Private security guard at entrance of event**
_____ **ID checked at the bar for each purchase**
_____ **Non-transferable hand stamp for 21+ y.o.**
_____ **Non-removable wristband for 21+ y.o.**
_____ **Other**

- What steps will the host(s) take to address an emergency and/or shut down the event at the designated end time or earlier, should the need to end the event arise?

- What actions will the host(s) take to ensure the location is cleaned immediately following the event?

It is the responsibility of the host(s) in attendance to educate all attendees that they and the hosts may be held liable if a problem occurs.