



## BYOB Event Checklist

Student Leadership & Activities recommends Fraternities and Sororities utilize the following checklist when planning BYOB events in order to document compliance with the University's risk management policy (FIPG Policy). If questions arise, this checklist does not supersede any local, city, state, university general fraternity/sorority or national laws, statues and policies, or common sense. These guidelines are designed to help you implement a BYOB event.

Sponsoring Organization: \_\_\_\_\_

Co-Sponsoring Organization (if applicable): \_\_\_\_\_

Sponsoring Organization Planning Officer: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Maximum capacity of Location: \_\_\_\_\_

Start time of Event: \_\_\_\_\_

End time of Event: \_\_\_\_\_

\_\_ Theme: \_\_\_\_\_

- Theme uses common sense and is appropriate.
- Event theme is not disrespectful or degrading to any person or population.

\_\_ Entrance

- One well lit, controllable entrance has been identified.
- Who will provide control and monitoring of entrance?
  - \_\_ Licensed and bonded security company:
  - \_\_ Older members (Group members who are not New Members):

- 1.
- 2.
- 3.
- 4.

- Monitors (listed above) will check both to ensure those who are seeking entry are members or are on the guest list. They will also check picture IDs with birth dates to verify identity and age.
- Several exits must be available to comply with fire codes and laws; however, exits cannot be used as entrances.

– Invitation Guest List

- An invitation list with specific names and birthdays of all members and invited guests has been generated.
- Invitations have only been issued to the guest(s) that members wish to invite to the event.
- Guest List must be completed 24 hours prior to the event. No substitutions or add-ons are permitted after that time.
- A ratio of 2-3 guests per member is the absolute maximum recommended. The number of guests allowed should also be limited to the capacity of the venue/ event space.

– Wristbands

- Members and guests of the legal drinking age will receive a non-adjustable, event specific wristband. Wristband description for event: \_\_\_\_\_
- Members and guests not of the legal drinking age will receive a chapter specific hand stamp after checking in (no wristband).
- Upon check in, member or guest name will be checked off on the Guest List and the type of alcohol brought recorded by his or her name (for guests of the legal drinking age).
- Members and guests without a wristband should not be consuming alcohol.

– Punch Cards

*Event-specific punch cards should be created that are roughly credit card size and include the following information:*

- *Name*
- *Birthdate*
- *Type of alcohol/amount brought*
- *Date of event*
- *Location to punch up to six holes for alcohol*

- Event-specific punch cards have been created.
- Punch cards will be collected at exits when guests leave.

– Types and amounts of alcohol

- For a typical four to five hour function, the following stipulations apply: Maximum of six (6), twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.
- No glass bottles.
- No cases, twelve-packs, or other alcohol containers larger than six 12 oz. beers or wine coolers.
- Not squeeze bottles, water bottles, beer bongs, party balls, pitchers, tumblers or other containers.
- No kegs or hard alcohol.
- No alcohol for common use.

- No shots, drinking games, or other activities that encourage inappropriate drinking behavior.
  - Food and non-alcoholic beverages
    - Non-alcoholic beverages will be provided by the chapter in sufficient quantities to serve the total guest list. Beverages should be served from closed containers.
    - Non-salty food will be provided by the chapter. Examples of non-salty food include bread, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips.
    - Food and non-alcoholic beverages will be free for all attendees.
  - Chapter Monitors and Security
 

*Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved. If the event is co-sponsored between a fraternity and sorority, both male and female monitors must be used to ensure all applicable rules are applied to men and women equally. Monitors have the right and duty to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the Guest List.*

    - There will be \_\_\_ number of monitors. (One monitor per 10-15 attendees is advised).
    - Monitors will be older members of all participating organizations who will serve as general monitors and service monitors working at the service distribution center. New members should not be serving as monitors.
    - Monitors are not to consume alcohol prior to and during the social event.
    - Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
  - Service Distribution Center
 

*One centralized distribution location should be established for the distribution of all alcoholic beverages. No other location, especially members' rooms, can be used for the distribution of alcohol. The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining. Only one alcoholic beverage may be acquired at a time. Left-over alcohol can be picked up the following day (otherwise it must be discarded).*

    - Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request.
    - The following older members (not New Members) will serve as Service Distribution Center Monitors:
      - 1.
      - 2.
      - 3.
      - 4.

Questions about the BYOB Event Checklist? Need help with event planning or have questions about risk management? Contact Stacey Sottung, Associate Director of Leadership and Greek Life, at [ssottung@sju.edu](mailto:ssottung@sju.edu) or (610) 660-1077.