

## BYOB

The BYOB guidelines provided throughout this resource guide are suggestions for safe and practical implementation. If questions arise, contact your Greek Advisor. These guidelines are designed to help you implement a BYOB party. Questions you may have regarding the logistics of a BYOB party are most likely answered throughout this checklist.

- \_\_\_\_\_ Themes make an event special...be sure to use common sense and good taste.
- \_\_\_\_\_ The NIC Theme Party Kits are full of exciting new theme ideas for chapters.

### Entrance

- \_\_\_\_\_ One well-lit entrance, controlled and monitored by security or older members, is suggested.
- \_\_\_\_\_ Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- \_\_\_\_\_ Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests)...a picture ID with a birth date and student ID should be required.
- \_\_\_\_\_ A guest's name is checked once entry into the event location has been made.
- \_\_\_\_\_ Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

### Invitation guest lists

- \_\_\_\_\_ Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function.
- \_\_\_\_\_ A bag full of invitations delivered to a sorority (ies) is not an acceptable method.
- \_\_\_\_\_ Social events (with alcohol) open to the entire Greek or student population encourages the likelihood of accidents and risky behavior. A ratio of two people per member should be prohibited.
- \_\_\_\_\_ Invitation guest lists should be made prior to the event (a reasonable amount of time before the event is at least one day)...a ratio of two people per member is suggested.

### Wristbands

- \_\_\_\_\_ Members and guests who are of-age and bring alcohol to the event receive a non-adjustable, hospital-type wristband.
- \_\_\_\_\_ Individuals checking alcohol into the event also receive a hand-stamp on each hand (this is to show that the individual has already entered the event and checked in alcohol).
- \_\_\_\_\_ The individual's name is checked off the invitation guest list and the type of alcohol is written by his/her name.
- \_\_\_\_\_ Members and guests without stamps and wristbands are not to consume alcoholic beverages.
- \_\_\_\_\_ Of-age guests and members who do not check in alcohol DO NOT receive a stamp or a wristband (only those who bring alcoholic beverages are allowed to consume alcoholic beverages).
- \_\_\_\_\_ Precision Dynamics Corporation markets a product called VISA BAND... Call 800-847-0670 for more details about wristbands that can be customized with themes, colors, and sizes.

### Punch-cards

- \_\_\_\_\_ For each and every event, punch cards should be created that are event specific.
- \_\_\_\_\_ Punch cards should be about credit card size with pertinent information clearly printed on each card.
- \_\_\_\_\_ The name of the individual, his/her birthday, the type and amount of alcohol, the date of the event and the theme of the event should all be somewhere on the punch card.
- \_\_\_\_\_ Punch cards, unlike tickets, are easy to handle and are a more effective means for proper redistribution.
- \_\_\_\_\_ Punch cards are to be collected at the exits when your guests leave.

### **Types and amounts of alcohol**

- \_\_\_\_\_ The following stipulations apply per person, for a typical four to five hour function.
- \_\_\_\_\_ All the soda, juice, flavored water or other non-alcoholic beverages you care to consume (provided by host).
- \_\_\_\_\_ Six (6), twelve (12) ounce cans of beer.
- \_\_\_\_\_ Or, four (4), ten (10) ounce wine coolers.
- \_\_\_\_\_ No kegs or hard alcohol.
- \_\_\_\_\_ No squeeze bottles, beer bongs, party balls, pitchers, tumblers or other containers.
- \_\_\_\_\_ No beer/wine/alcohol for common use in members' rooms.
- \_\_\_\_\_ No bottles (except wine coolers that are poured into plastic cups before being redistributed).
- \_\_\_\_\_ No shots, drinking games or other activities that encourage inappropriate drinking behaviors.

### **Food and non-alcoholic beverages**

- \_\_\_\_\_ The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event.
- \_\_\_\_\_ Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizzas, fruits and dips are considered appropriate foods.
- \_\_\_\_\_ Food and non-alcoholic and alcoholic beverages should be contained within one centralized location.
- \_\_\_\_\_ Water and coin-operated soda machines are not considered appropriate alternative beverages.
- \_\_\_\_\_ Non-alcoholic beverages should be served from closed containers (cans, plastic bottles or fountain-dispensing machines).
- \_\_\_\_\_ During the last 45 minutes of an event, alcohol service should stop...a new non-alcoholic beverage and --new food item should be served for those who wish to switch beverages and begin winding down.

### **Chapter monitors & security**

- \_\_\_\_\_ Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved, and are not to be confused with IFC/Panhellenic party monitors.
- \_\_\_\_\_ One monitor for every twenty-five (25) guests is advised.
- \_\_\_\_\_ If hired security is not used, both male and female monitors must be used to ensure that the rules are applied to both men and women equally.
- \_\_\_\_\_ Monitors should be older members (preferably seniors) of all participating organizations who will serve as general monitors or as service monitors working at the service distribution center.
- \_\_\_\_\_ Specialty clothing may be worn by the monitors to set them apart from the rest of the partygoers.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Monitors have the right 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 invitation guest list.

### **Service distribution center**

- \_\_\_\_\_ One centralized location should be established for the distribution of all food, non-alcoholic beverages and for the distribution of all alcoholic beverages.
- \_\_\_\_\_ No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- \_\_\_\_\_ The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice...obsolete keg holders can now be used for this purpose as well.
- \_\_\_\_\_ Non-alcoholic beverages are to be presented in an attractive and accessible manner ...they must also be free to anyone who desires an alcohol-free beverage.
- \_\_\_\_\_ Anyone who wishes to acquire an alcoholic beverage that s/he brought to the event, must present the punch-card, show the wristband and stamp and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given to others once it leaves the service center).
- \_\_\_\_\_ The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining.

- \_\_\_\_\_ Only one beer or wine cooler may be acquired at a time.
- \_\_\_\_\_ Leftover alcohol can be picked up the following day; otherwise it is to be discarded.

**Making Bring Your Own Beverage Events Happen**

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BYOB pg.2