



## **SigEp BYOB Checklist**

A BYOB event is a chapter-sponsored social event carried out according to various policies that can occur at various locations. This document fully explains all of those policies and best practices and suggestions to implement our policies.

Please read this document in its entirety before hosting a BYOB event. The information in this document will provide two things:

1. Help you manage your BYOB (Bring Your Own Beverage) event so that it remains in compliance with all risk management policies of the fraternity.
2. Provide best practices and suggestions for safe and practical event implementation.

### **SigEp's BYOB Supplemental Risk Management Policies**

When planning and executing a BYOB event, the Chapter must comply with both SigEp's Risk Management Policies as well as the following supplemental risk management policies:

1. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 2:1 and must not exceed local fire or building code capacity of the host venue.
2. The chapter must create a guest list in advance of the event. See the Social Event Planning Guide for instructions on how to build a guest list.
3. Chapter members and guests must show proof of legal drinking age by providing a picture ID with a birth date
4. Members and guests who are of legal drinking age should receive something to identify that they are 21 years old or over. (i.e., wristband, hand stamp, etc)
5. Member and guests are allowed to bring and consume a maximum of
  - six (6) twelve (12) ounce cans/plastic bottles of beer or;
  - six (6) twelve (12) ounce cans/plastic bottles of wine coolers or;
  - four (4) six (6) ounce plastic bottles of wine.
  - No glass bottles are allowed.
6. The chapter needs to provide non-alcoholic beverages and food at the event.

## SigEp BYOB event implementation procedures and best practices

The suggestions and best practices outlined below will assist your chapter in implementing and executing a successful BYOB event. Many of the items listed are prevention strategies that can contribute to a well-managed event.

### Entrance

- One well-lit entrance, controlled and monitored by security or older members.
  - **Best practice:** *Professional security that is contracted, licensed and bonded is recommended.*
- Monitors should check to see if those seeking entry are on the guest list.
- If professional security is unavailable, IDs should be checked by older, initiated members, not new members.
- Members and guests with alcohol should show proof of legal drinking age. A picture ID with a birth date should be required.
- A guest's name should be checked off once they have entered the event.
- Several exits should be available due to fire codes and laws; however, exits cannot be used as entrances.
- Guests who are intoxicated and/or disruptive even if on the guest list should not be allowed into the event.

### Guest Lists

- Invitation guest lists with names of each member/guest should be generated for each function.
  - **Remember:** *Per SigEp's Risk Management Policies, regardless of the size of your guest list, only two times the number of chapter members may attend any SigEp event where alcohol is present.*
  - **Best practice:** *include guests' birth dates including birth year.*
- Take into account the fire code capacity for the venue when determining list size.
- The student directory or Greek directory is not an acceptable guest list. Specific invitations should be issued to the guest(s) that a member wishes to invite.
- Guests who are impaired or who have caused problems in the past should not be allowed into the event.

Wristbands

- Members and guests who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband.
  - **Best practice:** *do not use the same color wristband for consecutive events.*
  - **Helpful tip:** *You can order wristbands with six tear off tabs. This can make passing out beverages at the service distribution center much easier.*
- Any individual who brings alcohol should have his/her name checked off the guest list, and the type of alcohol brought should be written by his/her name.
  - **Best practice:** *you should also record the time that the individual arrives and record when they leave the event.*
- Members and guests who are not of the legal drinking age or do not bring alcohol should not receive a wristband, but should receive an event specific handstamp/mark after checking in.
- Members and guests without a wristband should not be consuming alcohol.
- Upon checking in, guests who brought alcohol should bring their alcohol to the service distribution center and receive a punch card to track it (see details on both below).

Punch Cards

- Punch cards should be created that are event specific.
- A punch card is a small piece of thick, sturdy paper used to note each time someone who brought alcohol consumes some of their alcohol.
- Punch cards should be about credit card size with the following information: name, birthday, type of alcohol / amount brought, date of event, location to punch up to six holes for redemption of alcohol.
- Punch cards should be collected at the exits when guests leave the event.

Types and Amounts of Alcohol

- The following stipulated maximum amounts apply per person:
  - six (6) twelve (12) ounce cans/plastic bottles of beer or;
  - six (6) twelve (12) ounce cans/plastic bottles of wine coolers or;
  - four (4) six (6) ounce plastic bottles of wine
  - No glass bottles allowed.
  - All containers must be unopened at the point of entry.
    - **Best practice:** *have small plastic bags at the event entrance to place each person's drinks in.*
- None of the following are allowed:
  - Cases, twelve packs, or other alcohol containers larger than six (12 oz) beers/wine as stated above.

- Squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
- Kegs or hard alcohol.
- There should be no alcohol for common use.
- No shots, drinking games, or other activities that encourage inappropriate or excessive drinking are allowed

### Service Distribution Center

- One centralized location, or “service distribution center”, should be established for the distribution of all alcoholic beverages and should be manned by event monitors. Only event monitors should be allowed in the service distribution center.
- Members and guests should bring their alcohol directly to the service distribution center and the event monitors should check that their punch card and the amount of alcohol they are checking in matches.
  - **Best practice:** *You could have several members who take shifts escorting guests from the entrance to the service distribution center to check in their beverages.*
- There should be a “holding tank” in the service distribution center. This holding tank will serve as a cooling area for the alcohol brought to the function by members and guests and can be as simple as a large rubber trash can filled with ice. Other options include coolers or a refrigerator at the distribution center.
- Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event and has been checked into the service distribution center should present their punch card, show their wristband, and return the empty beverage container they consumed. When they are handed a new beverage their punch card should be punched.
  - **Best practice:** *Have several trash bins that are used for the cans as they are returned.*
- The event monitors should not serve anyone who is intoxicated, even if the person has alcohol remaining.
  - **Best practice:** *TIPS trained monitors are recommended. Contact your Fraternity & Sorority Life advisor to ask how to become TIPS trained.*
- Only one alcoholic beverage should be acquired at a time.
- Left-over alcohol can be picked up the following day. Otherwise, it should be discarded

Food and non-alcoholic beverages (offered at no charge)

- You should provide non-alcoholic beverages in an amount at least equal to the total number of attendees (serve these beverages in closed containers)
- Breads, meat, cheeses, vegetables, etc are good choices for food at the event.
  - **Best practice:** *Stay away from any salty foods.*
- Set up the non-alcoholic beverages and food at one centralized location.
  - **Best practice:** *These items are set up at an area away from the beverage distribution center.*
- Non-alcoholic beverages should be served from closed containers.
- Alcohol service should be stopped 45 minutes before the event ends.

Event monitors and hired security

- Event monitors are responsible for managing the social event and working to ensure SigEp's risk management policies are being followed.
- Monitors should not consume alcohol prior to or during the event. There should be at least one monitor for every 15 people at the event.
- If the chapter is hosting a co-sponsored event, then members of both groups should serve as monitors working to ensure safety at the event.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center.
- Distinct clothing should be worn by the monitors to set them apart from the rest of the attendees
  - **Best practice:** *They can all wear the same t-shirt, all wear a neon or black t-shirt, just make it easy for them to be identified.*
- Chapter executive officers (even when not serving as event monitors) should limit their alcohol intake so they can ensure a safe social environment is maintained.
- Event monitors have the right to deny access to the event to anyone they think is already intoxicated or impaired, even if the person is on the invitation guest list.
- Hired security should not only be at the door checking IDs, you can also ask one to stay at the service distribution center and one to float through the event to assist with any issues during the event.
  - **Best practice:** *Meet with all hired event security at least thirty minutes before the event is supposed to start so you can walk them through the space and educate them on what you need them to do. They should also have one point of contact for the evening and be aware of who all the sober monitors are.*
- Access to private areas should be prohibited during the event.

### Event Themes

Event themes should not be disrespectful or degrading to any person or population.

When selecting a theme, make sure it:

- Does NOT rely on the stereotypes of certain groups
- Does NOT encourage offensive dress or costumes
- Does NOT stereotype men or women
- Is NOT sexist.
- Is NOT centered on making fun of a particular group of people, culture or organization
- Does not lend itself to members or guests taking the theme to a place that is disrespectful or degrading.
  - **Best practice:** *If you would not invite your grandmother to the event, or, if you are not ok with the school newspaper promoting your event -- you probably shouldn't choose that theme.*

### Vendor Management

- All contracts should be reviewed.
- Vendors should verify that they have adequate insurance; additional insured certificates should be issued.
- All records should be maintained from the event

If you have any questions about SigEp's Risk Management Policies or the BYOB guidelines, please contact a member of the Headquarters Staff