

This Guest List must be turned into the Office of Greek Life 48 hours prior to the event.

Please keep a copy for your records.

Note: Responsible event monitors must report and remain sober for the entire event.

NAME OF GUEST	DATE of BIRTH
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BYOB CHECKLIST

This is YOUR copy of how to host your event please use for your planning checklist

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.

Theme

- _____ 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 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 bong, 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.

Third Party Vendor Agreement

To The Chapter President:

Your chapter will be in compliance with the risk management policies of your inter/national fraternity if you hire a third party vendor to serve alcohol at your functions WHEN you can document the following checklist items. You must submit this form 48 hours in advance of your event with the guest list.

The Vendor Must:

___ The vendor must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is held. **Copies of state and local licenses should be attached to the contract.**

___ The vendor must be properly insured with a minimum of \$1,000,000 general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provided. The above "certificate of insurance" must also show evidence that the vendor has, as part of this coverage, "off premise liquor liability coverage and non-owned and hired auto coverage". The certificate of insurance must name as an additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the inter/national fraternity with whom the local chapter is affiliated. Copies of the certificate of insurance should also be attached to the contract with the aforementioned areas highlighted.

___ The vendor must agree in writing to individual, cash sales only, collected by the vendor, during the function. Sales must not be subsidized by the chapter.

___ The vendor must also assume in writing all other responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- Checking identification upon entry
- Not serving to minors
- No serving individuals who appear to be intoxicated
- Maintaining absolute control of all alcoholic containers present
- Collecting all remaining alcohol at the end of the function (no excess alcohol -open or unopened-is to be given, sold or otherwise furnished to the chapter.)
- Removing alcohol from premises one hour prior to event ending.
- Beer and wine sales only

Attach a guest list with names and date of births of all attending. You must also provide wrist bands to identify your guests.

This form must be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with FPIG and national organization requirements.

Chapter President's Signature and Date

Vendor's Signature/Company and Date