

SOCIAL EVENT PLANNING

GUIDE

WHAT CONSTITUTES A ORGANIZATION EVENT?

- Is the event being hosted or planned by one or more members and supported by the officers? Y / N
- Is the event financed by the organization? Y / N
- Do the officers have prior knowledge of the event? Y / N
- Is the event listed or advertised on the organization website or social media accounts? Y / N
- Do online invitations refer to the organization? Y / N
- Is the event listed on an organization calendar [public or private]? Y / N
- Will the event be announced at an organization meeting? Y / N
- Will officers be in attendance? Y / N
- Are members attempting to give the appearance that the party isn't associated with the organization? Y / N
- If guests were stopped on their way to the event, would they say they were going to a ABC event? Y / N
- Is the event actively or passively endorsed by a majority of the members of the organization? Y / N
- Have members of the organization lied about the event? Y / N

HOW WILL ALCOHOL GET TO THE EVENT?

You must check your national organization (if applicable) and Texas Tech governing policies to ensure that BYOB events are permitted before selecting BYOB

_____ **BYOB (BRING YOUR OWN BEVERAGE)**

Everyone brings their own alcohol, including members, new members, guests and alumni.
Use the BYOB Guide to plan your event.

_____ **THIRD PARTY VENDOR**

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event. *Use the Third Party Vendor Guide to plan your event.*

SOCIAL EVENT PLANNING

BYOB GUIDE

THE DOOR

All members and guests must be “carded” at the door to verify their age. Who is checking members’ and guests’ IDs at the door?

- Organization members
- New members [*NOT recommended unless chapter members are also participating*]
- The campus police provide someone to check IDs
- The organization has hired a security company [*see Security Vendor Checklist*]

How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp that is unique to the event
- Other [Describe]:

How many drinks will you allow each person of legal drinking age to bring to the social event?

FIPG recommends a limit of six standard drinks per member and guest [e.g. a 6-pack of beer, 4 wine coolers, etc.].

Beer: # _____ Wine Coolers: # _____ Malt Beverages: # _____ Liquor: # _____

THE BAR

How will you manage the service distribution center [i.e. the bar]?

Where will the bar be located? _____

(It is recommended that you establish one centralized location [not a member’s room] for checking in and distributing alcohol)

Who will be assigned to work the bar?

- Organization members
- New members [*It is recommended that you do NOT assign new members to work the bar*]
- The organization has hired a vendor to work the bar or the venue provides someone one to work the bar

How many sober members will be assigned to work the bar? _____

(It is recommended that you do NOT assign new members to work the bar)

How many drinks will a member or guest be permitted to take at a time? _____

How will members and guests check in and collect their alcohol?

_____ TICKET SYSTEM

- Each member/guest is given one ticket per drink s/he checks in at the party.
- The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].
- The name of the attendee is written on the tickets.
- The member/guest’s drinks are delivered to the central bar area by a member who is working the social event.
- The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

_____ OTHER (Describe):

_____ PUNCH CARD SYSTEM

- Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.
- The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].
- The name of the member/guest is written on the punch card.
- The member/guest’s drinks are delivered to the central bar area by a member who is working the social event.
- The member/guest’s ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

This document is a resource of best practices. Always observe federal, state, local law in addition to national organization policies.

Source: Pi Kappa Phi Fraternity Ladder of Risk & Social Event Planning Guide [<http://www.pikapp.org/>]

SOCIAL EVENT PLANNING

BYOB GUIDE

MEMBER & GUEST MANAGEMENT

How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event? *Discuss procedures in detail with all involved officers and vendors.*

How will you manage the event?

How many entrances will there be to the party? _____
It is safest to only have ONE entrance to the event.

How many people are on the guest list? _____
FIPG recommends a limit of two guests per member [see Guest List Guide for more information].

Who will your officer in charge be for the event? _____

How many sober monitors will you have at the event? _____
It is recommended that you have at least one sober monitor for every 15 attendees.

Who will serve as sober monitors for the event? _____
It is recommended that you do NOT assign only new members to serve as sober monitors.

How will you identify the sober monitors during the event?

What are the responsibilities of the sober monitors during the event?
Discuss procedures in detail with all involved officers and vendors.

SOCIAL EVENT PLANNING

THIRD PARTY VENDOR GUIDE

THE VENDOR

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders or who are only TABC trained.

A Third Party Vendor must:

Be licensed to sell and serve alcohol in your state, county, and/or city.

___ Have you obtained a copy of the license from the Vendor? Y / N

Have a minimum of \$1,000,000 of general liability insurance, and name the organization as an additional insured, listing the organization as a Certificate Holder.

___ Have you obtained a copy of the Vendor's Certificate of Insurance? Y / N

Agree to cash or credit, per drink sales only to individuals over the legal drinking age [i.e. a cash bar].

___ Have you reviewed the *Event Contract & Third Party Vendor Checklist* with the Vendor? Y / N

Have you reviewed your organization's contract with the Third Party Vendor?

You want to ensure the contract is in compliance with your national organization's social event policies. Look out for:

___ The contract does NOT include drink specials for members/guests as part of the room rental fee.

___ The contract does NOT include a set amount of free alcohol [*10 free pitchers, 40 free well drinks, 2 free drinks per member, etc.*]

___ The contract does NOT require a minimum amount of alcohol sales during the event.

___ The contract does NOT provide free drinks for officers and organizers, or drink specials for all women.

THE DOOR

All members and guests must be "carded" at the door to verify their age. Who is checking members' and guests' IDs at the door?

___ The Third Party Vendor [*Recommended*]

___ The organization has hired a security company [*see Security Vendor Checklist*]

___ Organization members

___ New members [*NOT recommended unless organization members are also participating*]

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___ Other [Describe]:

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THIRD PARTY VENDOR GUIDE

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Will you provide transportation to and from the event?
If so, how?

- Licensed transportation vendor [e.g. charter bus]*
- Campus safe ride program*
- Pre-paid cab service*
- Designated driver program [refer to any designated driver policies your organization may have]*
- Other [Describe]:*