

HOW TO IMPLEMENT A BYOB EVENT

The Delta Sigma Pi Risk Management Policy allows you to host BYOB events, the information in this document will help you think critically for how to implement the event. The BYOB guidelines provided throughout this section are suggestions for safe and practical implementation.

At its basic function, if brothers and guests bring their own beverage and consume their own beverage, your chapter has implemented a BYOB event. However, the suggestions below will assist in implementing and executing a successful BYOB event. You do not have to implement every item, however, you can use this resource as a menu. Many of the items listed in this document are prevention strategies that can contribute to a well-managed event. Chapters must still follow the Delta Sigma Pi Risk Management Policy as well as institutional policies, whichever policies are more specific and/or more stringent. If questions arise, this checklist does not supersede any local, city, state, university, general Fraternity or federal laws, statutes and polices, or common sense.

Invitation guest list

- Specific invitations should be issued to the guest(s) a member wishes to invite to the event, these should have specific start/end times.
- Invitation guest lists should be finalized 24 hours prior to the event. After, no substitutions or add-ons are permitted. When looking at total guests and do not exceed the fire code capacity for the venue.
- Guests who are already impaired should not be allowed into the event.
- Guests who have caused problems in the past should not be allowed at future events.

Entrance

- One well-lit entrance, controlled and monitored by security or brothers. When having professional security this is contracted, licensed, and bonded.
- Monitors should check to see if those seeking entry are on the guest list.
- If professional security is unavailable, IDs should be checked by brothers.
- Brothers, pledges and guests with alcohol should be required to show a picture ID with a birth date.
- 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.

Food and non-alcoholic beverages

- The chapter should provide non-alcoholic beverages to all people in attendance at the event.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods. The chapters should avoid salty foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Food and non-alcoholic beverages should be contained within one centralized location.
- Non-alcoholic beverages should be served from closed containers.
- During the last 45 minutes of an event, alcohol service should stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin winding down.

Wristbands

- Those who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband which should not be applied loosely to avoid guests giving them to another guest.
- The individual's name should be recorded with the alcohol they brought.
- Brothers and guests who are not of legal drinking age or do not bring alcohol should not receive a wristband, but should receive a chapter specific hand stamp after checking in.
- Brothers and guests without a wristband should not be consuming alcohol.

Punch cards

- For each and every event, event specific punch cards should be created.
- 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, unlike tickets are easy to handle and are a more effective means for proper distribution.
- Punch cards should be collected at the exits when guests leave the event.

Types and amounts of alcohol

- The following stipulations should apply per person for a typical *four to five* hour function: Maximum of *six* (6), *twelve* (12) ounce cans/plastic bottles of beer (no glass bottles)/wine coolers/malt beverages.
- No cases, twelve-packs, or other containers larger than six-12 oz. beers/wine coolers/malt beverages.
- No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
- No kegs or alcohol for common use.
- Drinking games and other activities encouraging inappropriate drinking behaviors shall be prohibited.

Service distribution center

- One centralized location should be established for the distribution of all alcoholic beverages.
- No other location should be used for the distribution of alcoholic beverages.
- The holding area, which serves as a cooling area for the alcohol brought to the function, can be as simple as a large rubber trash can filled with ice.
- Anyone who wishes to acquire an alcoholic beverage they brought should present the punch card, show their wristband, 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 alcohol is not being given away to others once it leaves the service center).
- The service monitors should not serve anyone who is intoxicated, even if the person has alcohol remaining.
- 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.

Chapter monitors and security

- Monitors are charged with regulating social events and maintaining the Risk Management Policy.
- Monitors should not consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for *every* 15 attendees is recommended.
- Both male and female monitors should be used to ensure the safety of all guests and all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or 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 attendees.
- Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so they can, along with the monitors, ensure a safe social environment is maintained.
- Monitors have the right to deny access to anyone they think is already impaired by alcohol or other drugs.
- Access to private suites should be prohibited during the event.

Vendor management

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

Credit: Adapted from "A BYOB Checklist" from the North-American Interfraternity Conference and the Pi Kappa Phi "Social Event Planning Guide"

SOBER MONITOR & SOBER OFFICER RESOURCE

Sober monitors have the important responsibility of helping to monitor chapter social events in order to provide a safer environment. They are charged with monitoring social events and following Risk Management Policy, as well as the policies of other organizations co-hosting the event.

EXPECTATIONS OF A SOBER MONITOR/OFFICER PROGRAM

- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 15 guests and one sober officer for each event is recommended.
- Both male and female monitors shall be used to ensure the safety of all guests and all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors at the service distribution center.
- Monitors should meet with the President and hosting officer/chair before the event begins to discuss role/scope of responsibility and stations for the event.
- Specialty clothes should be worn by monitors/sober officer to set them apart from the rest of the attendees.
- The Chapter President, officers and chairs should limit their use of alcohol (if of legal drinking age) during social events so they can, along with the monitors, ensure a safe social environment is maintained.

SOBER MONITOR & SOBER OFFICER STATIONS

- There should be a sober monitor at every exit/entrance to the building.
- There should be a minimum of two sober monitors at the main entrance (only one entrance for the event).
- There should be a sober monitors walking around and stationed at restricted parts of the house/venue.

RESPONSIBILITIES OF THE SOBER OFFICER AND SOBER MONITOR

- Sober Monitors at the entry of the event are responsible for checking IDs and guest list upon entry to the event. There should be system for identifying members and guests who are over the legal drinking age.
- All monitors should fully understand emergency protocol. If an emergency arises, the monitor should call 911 if appropriate, ask for assistance in ending the social function.
- Monitors should be prepared to deny access to the event to anyone who they think is already impaired by alcohol or other drugs or wearing offensive costumes, even if the person is on the invitation list.
- Monitors should be prepared to find alternate transportation home for impaired guests (rideshare is preferred).
- Monitors should be prepared to ask brothers/guests to leave if they become too intoxicated and behave inappropriately. If they are uncooperative, call the police or security.
- Monitors should respond to any disruptions taking place at the event.
- Monitors should be prepared to notify hired security if they see a situation requiring attention.
- Monitors should prevent guests from leaving with alcohol.

THINGS TO CONSIDER FOR YOUR CHAPTER

- How will the monitors and officer be selected for each social event? Rotation, volunteer, etc.?
- How many monitors will you have for the event and what specialty clothing will they wear?
- Which officer is responsible for meeting monitors and review responsibilities prior to the event?
- What are the specific responsibilities for the monitors and officers?

HIRE SECURITY

Depending on type of event, size of event, venue, etc., hiring licensed security is recommended. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the Security Vendor Checklist will be useful in that process. One security person for each 100 guests is recommended.

Credit: Adapted from the NIC BYOB Resource and resources available from Sigma Phi Epsilon Fraternity and Pi Kappa Phi Fraternity.

MAKING BYOB EVENTS WORK

- Are there any university or Delta Sigma Pi policies that reference BYOB events on or off campus?
- All brothers, pledges and guests should provide ID at the door to verify their age. Who is checking brothers' and guests' IDs at the door?
 - Brothers
 - The campus police provide someone to check IDs
 - The chapter has hired a security company [see Security Vendor Checklist]
- How are you identifying guests, brothers, and pledges who are of the legal drinking age [e.g. 21 and over]?
 - Wristbands that have been dated and marked for the event
 - Specific hand stamps unique to the event
 - Other [Describe]:
- How many drinks will you allow each person of legal drinking age to bring to the social event?
 - Beer: # _____
 - Wine Coolers: # _____
 - Ciders: # _____
 - Wine: # _____
 - Malt Beverages: # _____
 - Other: # _____
- How/where will you manage the service distribution center?
- How many sober brothers will be assigned to work the service distribution center? _____
 - Which best describes the sober monitors? Check all that apply:
 - Brothers
 - The university provides someone to distribute alcohol
 - The chapter has hired a vendor to distribute alcohol
- How will brothers, pledges, and guests check in and collect their alcohol?
 - Ticket System
 - Each brother/guest is given one ticket per drink they 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 brother/guest's drinks are delivered to the service distribution center by a brother who is working the social event.
 - The brother/guest redeems tickets [one at a time] for their drinks at the bar.
 - Punch Card System
 - Each brother/guest is given one punch card for each drink they check 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 brother/guest is written on the punch card.
 - The brother/guest's drinks are delivered to the service distribution center by a brother who is working the social event.
 - The brother/guest's ticket is punched or marked at the bar each time they claim one of the drinks they have brought.
 - Other [Describe]:

Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event?