

## **Making Your Event B.Y.O.B.**

### **Guidelines for WFU Organizations**

#### **B.Y.O.B. Regulations**

- 1) No chapter funds may be used to purchase alcohol.
- 2) No collection of funds from chapter members shall be used to purchase alcoholic beverages.
- 3) No collection of chapter members shall purchase alcohol for, provide alcohol, or sell alcohol to minors.
- 4) Party Hosts will print the name of each guest and the total quantity of alcohol possessed by guest on the official guest log. All guests and organizational members print and sign their name on the Guest Log and provide their birth date. Individuals 21 and over are issued a wristband and will be permitted to bring alcohol into the function. In order to receive a wristband, guests and members present an official picture ID with a birth date.
- 5) Members and guests without a picture ID (with a printed birth date) will not be issued a wristband and will not be allowed to consume alcohol at the event.
- 6) Members and guests who do not plan to consume alcohol may enter the event by presenting a WFU ID or other photo identification. All individuals must present an ID to enter the event.
- 7) IDs are checked each and every time an individual enters a registered function even if the individual has already received a wristband at another event. Remember, the ID checking system is meant to protect all guests and your organization.
- 8) Each guest should only bring the amount of alcohol that he/she can safely consume during the event. Alcohol tolerance varies from one person to the next. As a result, each guest should ensure that the amount of alcohol they consume does not impair judgement or jeopardize his/her health/safety.
- 9) Alcoholic beverages are brought into the party in primary (unopened) containers. Legal age guests may consume from primary containers or from clear cups provided by the organization.
- 10) Absolutely no open containers are permitted to leave the event.
- 11) Guests should not bring their own cups to the events. The only cups present at the event should be **clear cups** (provided by the organization) for guests who may prefer to use a cup. Legal age guests may consume from primary containers or clear cups provided by the organization.
- 12) Special attention should be given to ensuring that intoxicated individuals are not allowed (under any circumstances) to enter an event.

- 13) All B.Y.O.B. functions are supervised and managed by at least two primary party hosts (one ID checking host and one alcohol management/bartending host) Three additional hosts may serve in each of the capacities above; however, these individuals are listed on the event registration form submitted for approval.
- 14) Groups are strongly encouraged to have up to four additional party hosts who assist throughout the event. These individuals must have completed at least one host training session and be indicated on the event registration form.
- 15) An abundant amount of food and non-alcoholic beverages is provided by the sponsoring organization(s).
- 16) Each organization ensures that an effective B.Y.O.B. system is utilized at each event.
- 17) Beer must be in cans. For safety reasons, bottled beer is strictly prohibited. Bottled wine coolers are acceptable.

#### Bartending Procedures

- 1) Bartenders must be at least 18 years of age. Organizational new members are prohibited from serving as bartenders. All individuals behind the bar must be 18 years of age.
- 2) Bartenders ensure that any member or guest who brings alcohol to an event is wearing a wristband indicating that he/she is 21 years of age or older.
- 3) Bartenders may not consume any alcohol during the event.
- 4) A bartender is present at all times at the bar serving area. At no time should the bar be left unattended. All beer/alcohol is served from the official bar serving area. No other location, especially members' rooms, can be used for the distribution/serving of alcohol.
- 5) The bartender ensures that an effective and legal distribution system is maintained throughout the event.
- 6) Bartenders refrain from serving any member or guest who is obviously intoxicated.
- 7) Bartenders should communicate any problems or concerns related to the management of the event to the Compliance Adviser who is available to advise groups on ways to effectively manage their alcohol function(s).
- 8) Prior to the start of the event, the bartender ensures that the "21 years and older" signs are posted (one at the event entrance and one at the bar serving area).
- 9) The bartender ensures that the event is truly B.Y.O.B.. The individual is responsible for ensuring that beer is not collectively purchased by members or purchased with chapter or university funds.
- 10) Party hosts are responsible for regulating social events and may not consume any alcohol throughout the event. Chapter presidents and social chairs should limit their use of alcohol

(if consuming at all) during social events so that they can, in conjunction with party hosts, ensure that a safe and legal environment is maintained.

Miscellaneous Information:

- 1) At no time should the number of people at the event exceed the fire code limit.
  - 2) All entrances and exits are supervised and managed. Guests/members should enter through the primary entrance.
  - 3) Plenty of non-alcoholic beverages and food are provided for members and guests.
  - 4) \*Organizations should be fully aware of the social host liability/related risk assumed when sponsoring a B.Y.O.B. function and should take all necessary precautions to ensure that the event is appropriately managed and supervised.
- adapted from material provided by National Interfraternity Conference, WFU Panhellenic Association, and other miscellaneous sources (August 1997).

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