

Event Management Procedures

Pre-Event Preparation

1) Weekend Events

- Pick up event materials from Compliance Adviser(s) in Benson 101 at specified time, 30 minutes before function (wristbands, guest logs, signs, etc.)

2) Preparing for Event (Party Hosts)

- Guest log at front door
- ID Checker in place prior to event start time
- Legal age posters in place
- Food and non-alcoholic beverages arranged
- Clear cups at bar
- Be aware of all party management rules, regulations, and procedures

3) During Event

- Check all IDs and distribute wristbands at door
- ID Checker should print name and total quantity of alcohol of each guest and guest should sign log
- Guests instructed to take alcohol to bar
- Bartenders and other Party Hosts should not drink ANY alcohol all evening!
- The Bartender should *not* open the container of alcohol, while handing it to the individuals
- Bartender monitors alcohol distribution; secures alcohol behind bar; checks wristbands each time a beer is retrieved; makes sure that non-alcoholic beverages are available throughout the event
- Other party host(s) should assist bartender and ID Checker as necessary
- Prevent and respond to underage possession/consumption
- Additional party host(s) should walk through the party on a regular basis (noting potential problems and concerns)
- At least one designated party host should be positioned at the entrance and exit(s) at all times during the event
- Be attentive/respond to excessive consumption, intoxication, and potential safety hazards
- Contact the Compliance Adviser (CA) if necessary
- Always call a Compliance Adviser (CA) ahead of time, when supplies are running low

4) Closing the Event

- Distribution of alcohol ends at 2:00 a.m.
- Lights on and music off by 2:30 a.m.
- All events must end by 3:00 a.m.
- Initial clean-up must occur immediately following event
- Final (and comprehensive) clean-up must occur by 12:00 p.m. the following day
- At the end of event, party hosts should return the following items to the CA:
 1. All unused wristbands
 2. Completed and legible guest log
- By 10:00 AM the following day, party hosts should submit a completed Event Evaluation Form to greek@wfu.edu. The evaluation form is on the RL&H web site.

5) Important Reminders

- All sponsoring organizations are responsible for knowing all University policies and procedures related to party management and the alcohol policy
- Designated party hosts, social chairs, and presidents are responsible for all aspects of the event
- Cooperate and communicate with the Compliance Advisers
- No warning system for Compliance Advisers
- Different procedures will apply to groups with registered non-BYOB functions
- If you need emergency assistance, contact University Police