

GUIDELINES FOR THE PARTY HOSTS

The party hosts (at least two per function) have specific supervisory duties for the overall management and control of the registered social function to which they accepted such responsibility (via party registration form). ID Checking Host and Alcohol Management/ Bartending Host must be assigned to each event. Additional ID checking hosts and bartenders may be assigned if listed on the original event registration form. Because the party hosts have the overall responsibility for running the social function, they are to be present throughout the duration of the party and not consume alcoholic beverages.

Specifically, the party hosts are to perform these duties for the designated social function:

1. Attend at least one host training session prior to serving in a party host position. Contact the organization President or the Coordinator of Greek Life for a listing of the sessions.
2. Meet with the Compliance Adviser in the Office of Residence Life and Housing Benson 101 thirty minutes prior to the party opening to receive instructions and materials.
3. Ensure that their organization takes all the necessary steps to comply with the regulations and procedures of the University Alcohol Policy, including identification and guest validation, alcohol beverage control, crowd control, close down and clean-up procedures.
4. When appropriate, work closely with the assigned security officer in dispensing his or her duties, as outlined in the document, "Expectations of Security Officers." **NOTE:** Use of a security guard does not relieve the organization of its responsibility for the enforcement of the University Alcohol Policy and Student Code of Conduct at the social function.
5. When necessary, confer with the Compliance Adviser in reviewing the implementation of the alcohol policy procedures.
6. Take immediate action to correct any observed violations of the University Alcohol Policy during the course of the social function.
7. *ID Checking Host* should:
 - Ensure that all IDs are checked each time a guest enters the event.
 - Ensure that only individuals with the appropriate wrist band consume alcohol at the event.
 - Closely monitor/review the event guest log throughout the evening.
 - Closely monitor the check-in tables. Each group can have two separate check-in tables. One table will be for guests who are 21 years of age and older and possess alcohol that they will consume during the function. The other table will be for guests under 21 years of age, or for guests 21 and over who choose to not consume alcohol.

8. Alcohol Management / Bartender Host should:
 - Ensure that all alcoholic beverages are distributed according to the prescribed and approved procedures.
 - If the event is BYOB, ensure that alcohol is managed and distributed in an appropriate and responsible manner. Systems such as management of individual coolers or a ticket distribution method must be in place and managed throughout the event.
 - Check all wristbands each time alcohol is distributed from the bar area.
 - Work closely with the other party host and the Compliance Adviser to respond immediately to potential problems related to the distribution/management of alcoholic beverages.
9. The two hosts listed above should be on duty throughout the event. If more than one individual will serve in the above capacities during the event, these individuals must be identified and listed on the event registration form prior to the event. No one other than the individuals listed on the approved form may serve in these positions during the event. A maximum of three ID checking hosts and three Alcohol Management / Bartending hosts may be assigned to each event. In addition to the hosts above, at least one individual should be assigned to supervise all exits (one per exit).
10. Assist the social chairperson in completing an Event Evaluation Form after the event and submitting it to greek@wfu.edu. The evaluation form can be found on the RL&H web page.
11. Ensure that organizational new members are not used (in any fashion) in overseeing/managing social functions.

****Groups are encouraged to assign up to four additional members to help assist with party management throughout the event. This individuals must have attended at least one host training session and be indicated on the event registration form.****