HOSTING A PARTY WITHIN FIPG GUIDELINES AND SOME COMMON SENSE

HOST A CLOSED PARTY.
Members, associates, and dates.
Limit guests to two or three per member or the number established by your national organization or campus, if one policy is more strict than the other.

FOCUS decorations and activities ON THE THEME OF THE PARTY, NOT ALCOHOL.

SERVE FOOD.
Appropriate to theme.
Avoid salty foods or snacks; serve foods high in protein.

APPOINT PARTY MONITORS.
Oversee the party to make sure all attending are well behaved.
Agree not to consume alcohol that day
Act as sober hosts who agree to make sure party starts and ends on time and that the bar opens and closes on time.

Use a contracted taxi-service or provide phone numbers for safe rides

DO NOT USE CHAPTER FUNDS TO PURCHASE ALCOHOL.
Make event a "Bring Your Own" and limit amount allowed. For example, for a four-hour party, limit each person of legal drinking age to a six-pack of beer.
Do not allow members to pass the hat to purchase alcohol.

DO NOT SELL, PROVIDE OR GIVE AWAY ALCOHOL.
Charging for admission or a cup, a hat, or a container and then providing alcohol is no different than selling by the drink. The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests. Do not allow undergraduates or alumni to establish bar tabs for a third party vendor event.

CONDUCT "BRING YOUR OWN" EVENTS
Making Bring Your Own Beverage Events Happen. The BYOB checklist is provided in the Office of Student Programs & Leadership Development. Limit the amount and type of alcohol at your BYOB event to one six-pack of twelve-ounce beers or one four-pack of wine coolers for each individual of legal drinking age who will consume only the alcohol that she or he brought to the event.

CHECK IDs AT THE DOOR
Identify those over the legal drinking age in some unique way, such as wrist bracelets.
It is advisable to hire professional security (e.g., security firms, off-duty police officers) to work the door and check IDs.
SERVE NON-ALCOHOLIC BEVERAGES and display them attractively. Use same cups for alcoholic and non-alcoholic drinks so everyone feels comfortable. Be imaginative; serve a non-alcoholic drink that goes with the party theme.

SET A STARTING TIME AND AN ENDING TIME for the party and stick with them, limit the party to four hours.

DO NOT PERMIT DRINKING GAMES.

IF SOMEONE BECOMES INTOXICATED. Stay with the person and immediately seek professional help. Do not put yourself in the position of making a life or death decision. Get the person to the hospital. If he/she has any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.

BE A RESPONSIBLE HOST. You accept some responsibility for the behavior of guests. Hosting an event party involves acceptance of some risks. The chapter as an entity, the officers and sometimes the members themselves may be held accountable if something occurs.

Adapted from FIPG Risk Management Manual, pg. 22-25