

## BYOB Checklist

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### Items you MUST complete PRIOR to the BYOB function:

- Determine a block of time at a safe location for the BYOB function (functions may not exceed 6 hours).
- Choose your *sobers* for the BYOB event & assign responsibilities (minimum of three).
- Determine the area for the front door, "bar", and party area of the BYOB function.
- Have a valid copy of your organization's insurance and emergency procedures on file with the Office of Student Life and Leadership.
- Provide non-alcoholic options (minimum of 2 types of non-alcoholic beverages) and non-salty snack food.
- Train your *sobers* for their responsibilities during the operation of the function.
- Identify important phone numbers and contact information in case of an emergency. Post this in an accessible location.
- Sign and return **completed** BYOB event registration form to the Office of Student Life and Leadership.
- Return to pick-up BYOB function packet (copy of registration form / wristbands) - before Friday at 4:30 p.m. or, for functions held on other weekday nights, return before 4:30 p.m. the day before the function, not the day of the event.

### Items you MUST complete DURING the BYOB function:

- Do not allow glass into the event area.
- Do not allow more than 72 oz. of alcoholic beverages to be registered by any attendee (six 12 oz. cans or four 16 oz. cans or three 24 oz. cans). All tickets are marked with the type of alcohol brought to the event per person.
- All beverages must be in their original container.
- No liquor is permitted.
- No squeeze bottles, bong, pitchers, tumblers, or other containers are permitted.
- No shots and/or drinking games are permitted. "Drinking games" is defined as games which involve drinking alcoholic beverages. The point is either simply to drink, or to make your opponent drink more than you do.
- Check IDs for ALL attendees - wristband guests and members 21 years and older.
- At the door, give the attendee one ticket for each individual beverage they bring in (no more than 6). The type of beverage brought to the event is written on the back of the ticket.
- The *sober runner* takes the alcohol from the door to the bar. Guests do not carry their own beverages once entering the event area.
- The *sober bartender* may exchange one ticket for one alcoholic beverage, once the *sober bartender* has determined that the member or guest is of legal drinking age. The *sober bartender* must rip each ticket in half and set aside (the ticket is destroyed upon redemption).
- Upon request, the *sober bartender* may serve any member or guest a non-alcoholic beverage at any time.
- Sober floaters* should keep a watchful eye over all guests and members during a BYOB function. One sober member per 50 attendees.
- All *sobers* must refrain from alcohol use during the entire event, including six hours prior to the event.
- During the last 45 minutes of the function, stop serving alcohol at the bar. This helps guests wind down.
- In the case of an emergency, a *sober* should contact appropriate emergency personnel.

### Items you MUST complete AFTER the BYOB function:

- Report any emergencies or problems to the Director of Student Life no later than Monday at 9 a.m. for weekend events and for events during the work week, by 9 a.m. the next business day. (Please note that while the emergency is occurring, you must call emergency personnel.)
- Submit the guest list (with students who attended the event marked on the sheet) to the Office of Student Life within the next business day.

### Suggested Items you SHOULD complete for a BYOB function:

- Hire outside security for your function, especially for annual events that may draw a large crowd.
- Choose a theme for your BYOB function that includes good taste and does not promote racial or social stereotypes.
- Consult the ADSLL with any questions or concerns regarding risk management PRIOR to the BYOB function.