BYOB Event Planning Workbook
Colorado State University Fraternity & Sorority Life

Advance Planning

1. Do chapter members understand expectations/policies connected to BYOB event procedures?	Y/N

- The Fraternity Sorority Joint Policy on Risk Management can always be found on the FSL website: https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/ (along with additional harm reduction and risk management resources).
- Ensure you and your chapter are also familiar with your (inter)national risk management policy or expectations. You can utilize the Risk Management Policy Comparison Worksheet (https://fsl.colostate.edu/wp-content/uploads/sites/12/2020/10/RiskPolicyComparisonWorksheet.pdf) to understand the differences between the community policy and your (inter)national policy. You should follow whichever is stricter.
- At a high level, a few key points are important for all members of our community involved with BYOB events to understand:
    - **Follow the Law:** Regardless of any community or organization policy, members, attendees, and organizations should obey the law. For example, the drinking age is 21 in all states in the United States. Chapters do not have liquor licenses, required by law to provide alcohol, which means that all events with alcohol either need to be hosted as a BYOB or third-party vendor event and the chapter cannot provide alcohol.
    - **No Purchasing Bulk Quantities of Alcohol:** There is no fraternity/sorority policy that allows a chapter to purchase alcohol with chapter funds. Additionally, chapters cannot undertake or coordinate an effort to pool or gather funds to collectively purchase alcohol.
    - **Alcohol Should not be at Recruitment or New Member/Intake Events and Programs:** No alcohol can be present at any event that is considered a recruitment or intake activity (or an event at which the fraternity/sorority experience is being promoted to prospective members) or any activity for new or prospective members in an education or intake process.
    - **Guest Lists Required:** Chapters cannot host open parties and must have a guest list. Non-members of the organization should have a specific invitation to the event. Chapters should know who their guests are! Remember that a roster of every member of other chapters or all past attendees at events does not constitute a guest list for a specific BYOB event.
    - **Drinking Games Not Allowed:** Even if an (inter)national risk management policy does not mention drinking games or the rapid consumption of alcohol, the Joint Policy on Risk Management does. Drinking games or those activities that encourage rapid consumption of alcohol are high risk and should not occur at any chapter event with alcohol. If you need help understanding the continuum of behavior that falls under this category, check in with an Office of Fraternity & Sorority Life (OFSL) staff member or your council risk management officer.

How do we plan to educate/inform our members about policies and expectations? How have we already educated/informed our members?

2. Have we determined that this is a chapter event and needs to be registered?

We assume at this point that a chapter is completing this workbook because it is clear the event in question would be considered a chapter event. However, chapters often struggle to discern what gatherings could be considered a chapter event (and, therefore, what expectations are in place surrounding the event).

The OFSL has created a resource document entitled What Constitutes a Chapter Event (https://fsl.colostate.edu/wp-content/uploads/sites/12/2020/08/What-Constitutes-a-Chapter-Event-1.pdf) to assist you in considering what events could be considered chapter events that require all chapter risk management and event planning procedures to be in place.

3. Who is responsible for registering BYOB events?

All fraternity or sorority events at which alcohol is present can be registered at: https://fsl.colostate.edu/current-students/event-registration/.

All BYOB events should be registered no later than 5pm two (2) business days prior to the event (e.g., a BYOB event hosted on Friday/Saturday/Sunday must be registered by 5pm the Wednesday prior).

4. At BYOB events, all members and guests must be "carded" at the door to verify age. Who will be checking member and guest IDs at the door?
   - ☐ Chapter members (ideally older, initiated members)
   - ☐ New members (allowed only if other chapter members are also participating)
   - ☐ Private security (should be licensed and ensured)

5. How will you mark the guests, members, and new members who are of legal drinking age (i.e., 21 and over)
   - ☐ Wristbands that have been dated and marked for the event (recommended and provided through the Interfraternity Council for registered social events)
   - ☐ Specific hand stamp that is unique to the event
   - ☐ Other (Describe):

6. Will our chapter be requesting wristbands through the Interfraternity Council (available to all chapters in all councils)?	Y/N

If so, who is responsible for picking up the wristbands from the OFSL (LSC 142) and when?

7. How will you ensure that each person of legal drinking age is only bringing alcohol that is 15% ABV or less?

The North American Interfraternity Conference has a created an educational resource entitled "So What Can We Drink" to assist chapters in identifying what alcohol is commonly above and below 15% ABV. You can view the resource at https://nicfraternity.org/wp-content/uploads/2019/05/SoWhatCanWeDrink.pdf

8. What food will be provided by the chapter? (avoid primarily salty foods)

All food and non-alcoholic beverages should be free for members and guests.

9. What non-alcoholic beverages will be provided by the chapter?

13. Managing the Bar	How will you manage the service distribution center (i.e., the bar?)
	Where will the bar be located? (note: one centralized location should be established [**not a member's room**] for checking in and distributing alcohol)

	Who will be assigned to work at the bar/alcohol distribution center (monitor the alcohol that is checked in)? ☐ Chapter members ☐ Chapter-hired third-party vendor Suggested names of responsible chapter members that can serve as bar monitor:
	How many sober monitors will be assigned to work the bar (recommended that this not be new members as "bartenders" or those working at the alcohol distribution center should be 21 or older)?
	How many drinks will a member or guest be permitted to take at a time? Anyone who wishes to acquire an alcoholic beverage that they brought should use whatever tracking mechanism is being used (ticket, punch card, wristband, checklist, etc.), show their wristband, and return an empty can/bottle if this is not the first request. Returning cans/bottles can also assist chapters with recycling efforts. How will your chapter appropriately recycle?

14. How will member and guests check in and collect their alcohol?
    - ☐ Ticket system (attendee is given one ticket per drink checked in at the event that are personalized with the type of drink(s). The name of the attendee is written on the tickets and the drinks are delivered to the central bar area to the member working at the bar. The attendee can redeem the tickets for their drinks at the bar)
    - ☐ Punch card (each attendee is given one punch card that has marks for each drink checked in at the event that is personalized with the type of drink(s). The name of the attendee is written on the punch card and the drinks are delivered to the central bar area to the member working at the bar. The attendee's card is punched or marked at the bar each time a drink they brough is claimed)
    - ☐ Other (Describe – could be tracking using an attendees wristband or some other kind of list or notation system):

15. How will you monitor that members, new members, and guests only drink the alcohol they brought and checked into the event?

Event Management

1. Event Layout	Where do we plan to hold our event?
	Where is the entrance to the event, ensuring there is just *one* entrance to the event?
	What is the common space used for the purpose of our event?
	How will we ensure there isn't access to the rest of the facility (residential space with specific attention to limiting access to bedrooms)?
	If the event will include outdoor space, how can we manage the boundaries to this space?

2. What is an ideal guest size list given the size of the chapter (keeping in mind guest to member ratios), venue/house capacity, and fire code?

Do the math, based on attendance policy and venue capacity, what is the number of people that can be at your event?

Note: The Joint Policy on Risk Management allows for a 1:3 member to guest ratio at BYOB events (unless the organization has less than 15 members when the ratio becomes 1:6). Your own organizational risk management policy may have a smaller guest to member ratio. The exception in the Joint Policy on Risk Management is for co-sponsored BYOB events which allows for a guest to member ratio of 1:1 or 10 additional guests per chapter, whichever is larger. Ensure you know how many guests an attend your event.

Number of members and New Members	How many guests per member and new member you will allow at the event (noting the approved ratio for your organization)	Total number of guests that can attend your events (total number of attendees should not exceed fire code for the venue)
	X	=

3. How will you build the guest list?
    - ☐ Spreadsheet with member sign up
    - ☐ Numbered invitations
    - ☐ Closed Facebook event
    - ☐ Other (for tailgates, guest lists can be built on site if allowed by the (inter)national organization policy)

Note: Chapters can use the Social Event Guest List Template provide by the OFSL.

Keep in mind the following guest to member ratio allowance per the Fraternity & Sorority Joint Policy on Risk Management

Chapter size/Event Type	Maximum Guest: Member Ratio	Submission Date
<15 members	1:6	With BYOB Form
>15 Members	1:3	With BYOB Form
Co-sponsored events	1:1 or 10 additional guests per chapter, whichever is larger	With BYOB Form

Guest lists should track names and birthdays of all members and guests. For BYOB events, tracking entry time and exit time may be helpful. It is also helpful to note the amount and type of alcohol brought into the event by members and guests.

4. Who is in charge for the event (main point of contact)?

5. How many sober event monitors will you need (initially – this number may change based on event size)

Note: There should be at least three sober monitors at any event where alcohol is present. For events with over 50 attendees, an additional sober monitor should be present per additional 25 attendees.

It is recommended that sober event monitors are not to consume any alcohol or use any controlled substances within the six hours prior to the event as well as during the event. At least one sober monitor should be at the door checking identification and matching IDs to the guest list. Another sober monitor should be monitoring the bar.

The remaining sober monitors should make sure individuals at the event follow the Fraternity & Sorority Joint Policy on Risk Management and the (inter)national organization risk management policies for their members and guests, including monitoring the condition of members/guests entering the event and member/guest behavior.

There are a variety of resources available on the FSL website to assist with sober event monitor training and management. These resources include what is listed below and can be found at https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/

- Event monitors: Roles and Responsibilities & Action Planning
- Sample Event Monitor Training
- Sampel Event Monitor Agreement

6. Who will serve as sober event monitors (do not assign only new members, consider age and credibility)?

Does your organization require certain individuals/officers to serve as sober event monitors/risk team members during an event? If so, list below:

7. How will you communicate with sober event monitors/risk team members assigned to work the event?

8. How will you identify sober event monitors during the event?

9. What are the responsibilities of the sober event monitors during the event? (see note and resources above for guidance)

10. How will you deal with problematic party goers?

11. What is your plan if there is concerning behavior?

12. How will we follow up with concerning behavior of members after the event?

13. An environment should be created that is compliant with standard organization and community risk management policies by ensuring the following: (discuss each item)
    - ☐ There are no tables or paraphernalia at the event that are used for or give the appearance of being for drinking games
    - ☐ There are no kegs or other common sources of alcohol (e.g., punch containers, trash cans, cases, handles of liquor, etc.)

14. What additional steps will you take to help reduce risk and create a positive environment?
    - ☐ Prohibit glass bottles
    - ☐ Stop the service of alcohol an hour before the event ends
    - ☐ Limit attendees access to private bedrooms
    - ☐ Select music that is not disrespectful or degrading to a particular group of people or culture and that does not encourage high risk drinking behaviors
    - ☐ Ensure the event theme (if applicable) is appropriate and not offensive or problematic (view party theme resource on https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/)
    - ☐ Others:

15. Develop procedures for how sober monitors/risk team members will respond to the following challenges or issues that may occur during the event:
    - ☐ Uninvited or unwanted guests show up at the event
    - ☐ Local or campus police are called to the event
    - ☐ Noise complaints are received from neighbors (see environmental event audit for additional resources and planning related to noise, neighbors, and party registration)
    - ☐ Fighting, physical aggression, or other behaviors that could escalate or become increasingly problematic
    - ☐ Alcohol-related emergency during the event
    - ☐ Report of a crime during the event
    - ☐ Fire reported during the event

16. How will you ensure attendees have safe rides home?

Consider if your chapter utilizes a sober driver program and how you can provide sober event monitors information on safe rides, including ride shares, Ram Ride, pre-paid car services, etc.

Post Event Wrap-Up

1. Who is responsible for ending the event and ensuring attendees have left with the alcohol they brought?

What will you do with any leftover alcohol?

2. Who is responsible for cleaning up after the event (note: this should not just be new/prospective members)?

3. How will you submit the guest list after the event to the governing council?

Guest lists can be submitted after the event via the Guest List Submission Form on the FSL website at https://fsl.colostate.edu/current-students/event-registration/upload-guest-list/

4. How long will you maintain the guest list (if possible, keep all guests lists for at least six months following an event)?

5. How will you debrief the event to make any adjustments moving forward?

*Adapted from the Sigma Phi Epsilon Social Event Planning Guide