

Oregon State University
Fraternity & Sorority Governing Council
Shared Social Event and Risk Management Best Practices

All best practices are provided as suggestions for your chapters in order to be in compliance with the policies

Event Monitor Best Practices

Event Monitors are defined as members who volunteer to refrain from the consumption of any alcohol or other drugs prior to and for the full duration of an event in order to complete the following duties:

- Ensure the safety and wellbeing of chapter members and their guests
- Monitor the condition of members and their guests when entering the event.
- Monitor the behaviors of members and their guests
- Report any issues to the Chapter President, Risk Management Officer, Social Chair, and/or Chapter Advisors for resolution.

It is recommended that Chapter Presidents, Risk Management Officers, and Social Chairs act as Event Monitors at any and all Social Events.

BYOB Best Practices

Adapted from North-Interfraternity Conference (NIC) Guidelines & Holmes Murphy BYOB Procedure

- Chapter members (**21 and older only**) can bring their own alcohol to an event. It is recommended that each individual can bring a maximum of six (6), twelve (12) ounce cans or plastic bottles of beer, wine coolers, or malt beverages of 15% ABV or less. No hard liquor is allowed.
- Alcohol will be checked in by a bartender 21 years of age or older and contained in one area of the event.
- No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers are permitted.
- No alcohol for common use can be accessible for event attendees in member's rooms or bathrooms.
- The host chapters must have a guest list in order to complete the following as attendees arrive at the event:
 - Check their ID, and if they are 21 give them a specific color wristband/bracelets.
 - Write their name on the wristband/bracelet
 - All individuals who are over 21 must check in their beverages with the bartender.
 - Write the type of alcohol brought by the individual next to their name on the guest list.
 - Label all checked in alcohol with the individual name who brought the alcohol and check it out only to that individual.
 - Provide a mark on the wristband/bracelet every time the individual is served one of their beverages checked in.

Third Party Vendor Best Practices

- Must be licensed to sell and serve alcohol in the state, county, and/or the city where the event is taking place
- Should have a liquor liability of at least \$1,000,000
- Should have at least \$1,000,000 of general liability insurance
- If alcohol is available at the event, it is recommended there be non-alcoholic beverages and food available.
- If alcohol will be served, it is very important to have hired security (many venues may already have security included). Review the responsibilities of the Security Guards with them, these can include:
 - Checking IDs at the door and give wristbands/bracelets to anyone over 21
 - Monitor a separate area of the venue that is the only place where alcohol will be served and consumed that requires an ID check to enter
 - Make sure bartenders check every ID before serving and only sell one drink per person at the counter