



PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

BYOB Guidelines & Checklist

In answering these questions, you can protect yourself and your chapter should you decide to host BYOB events.

- [1] Are there any university or IFC policies that deal with BYOB events ON campus?
Are there any university or IFC policies that deal with BYOB events OFF campus?
If so, what do those policies say?
Do they require a specific check-in procedure?
Do they limit the number of drinks a guest can bring?
- [2] All members and guests must be “carded” at the door to verify each person’s age. Who is checking members’ and guests’ IDs at the door?
- Chapter members
 - Pledges [NOT recommended]
 - The campus police provide someone to check IDs.
 - The chapter has hired a security company.
- [3] How are you marking the guests, members, and pledges who are of the legal drinking age [i.e. 21 and over]?
- Wristbands that have been dated and marked for that event
 - Specific hand stamp that is unique to the event
 - Other [Describe]:
- [4] How many drinks will you allow each person of legal drinking age to bring to the social event?

We recommend a limit of six standard drinks per member and guest [e.g. a 6-pack of beer, 4 wine coolers, etc.].



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Beer: # _____ Wine Coolers: # _____ Malt Beverages: # _____ Liquor: # _____

[5] How will you manage the service distribution center [i.e. the bar]?

Where will the bar be located? _____

It is recommended that you establish one centralized location [not a member's room] for checking in and distributing alcohol.

Who will be assigned to work the bar?

- Chapter members
- Pledges [NOT RECOMMENDED]
- The university provides someone to work the bar.
- The chapter has hired a licensed and insured vendor to work the bar.

How many sober members will be assigned to work the bar? _____

It is recommended that you do NOT assign pledges to work the bar.

How many drinks will a member or guest be permitted to take at a time? _____

[6] How will members and guests check in and collect their alcohol?

TICKET SYSTEM

- Each member/guest is given one ticket per drink s/he checks in at the party.
- The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].
- The name of the attendee is written on the tickets.
- The member/guest's drinks are delivered to the central bar area by a member who is working the social event.
- The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

PUNCH CARD SYSTEM

- Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.



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- The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].
- The name of the member/guest is written on the punch card.
- The member/guest's drinks are delivered to the central bar area by a member who is working the social event.
- The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

OTHER [Describe]:

[7] How will you monitor that members, pledges, and guests are only drinking the alcohol they brought and checked in at the social event?
[INSERT IN YOUR WRITTEN PROCEDURES FOR THE EVENT]

[8] How will you manage the event?

How many entrances will there be to the party? _____

It is safest to only have ONE entrance to the event.

How many people are on the guest list? _____

Phi Gamma Delta allows a maximum of three guests per member [see page 17 for more information].

Who will your officer in charge be for the event? _____

How many sober monitors will you have at the event? _____

It is recommended that you have at least one sober monitor for every 15 attendees.

Who will serve as sober monitors for the event? _____

It is recommended that you do NOT assign pledges to serve as sober monitors.

How will you identify the sober monitors during the event? _____

What are the responsibilities of the sober monitors during the event?

[INSERT IN YOUR WRITTEN PROCEDURES FOR THE EVENT]



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For additional guidelines on implementing a BYOB event, review Phi Gamma Delta's Risk Management Manual and Social Event Planning Guide at www.phigam.org/risk_management.