

BYOB

Planning a “Bring Your Own Beverage” Event

Guidelines for Phi Gamma Delta Chapters

From: <http://www.phigam.org/files/PGD%20BYOB%20Guidelines.doc>

Phi Gamma Delta recommends chapters utilize a 3rd Party Vendor in lieu of a BYOB event to reduce risk. However, if a BYOB event is planned please utilize the guidelines.

All BYOB guidelines throughout this document are for safe and practical implementation. Chapters must follow the Phi Gamma Delta Risk Management Policy. If questions arise, this document does not supersede local, state, provincial, institutional statutes and policies. If policies conflict, the chapter should adhere to the most stringent requirement.

Themes

- Make the event interesting
- Be sure to use common sense. Ask, “would I want mom to hear about this?”
- Inappropriate themes involve degrading people based upon gender, sexual orientation, race, religion, etc.
- Offer non-alcoholic beverages and food to guests that match the theme. Distribute from bar service area. Water coolers and vending machines do not count as offering these non-alcoholic alternatives.

Types and Amount of Alcohol Allowed

(Per person in a 4-5 hour event)

- Six—12 oz cans of beer
- Four—12 oz wine coolers
- No “hard alcohol”
- No squeeze bottles, etc.
- No alcohol in members’ rooms during event
- No glass containers

Entrance

- Event must be by invitation only
- Use (1) well lit entrance
- Entrance must be attended by a party monitor who checks the guest list and IDs
- Mark each guest on the list when they arrive
- It is recommend that you hire professional security personnel to check ID’s
- If checking ID’s, be in accordance with state specific guidelines
- Several exits must be available and unblocked (however, exits must be monitored for people attempting to bypass official entrance)
- The chapter is to not collect money at or for the event (cover charge, etc).

Guest list

- Is finalized at least 24 hours in advance
- Is NOT created from the campus phone book, or greek directory
- Has specific names of individuals who have been invited
- Number of guest permitted is limited by the number of sober monitors you have (1:20), and by the capacity of the event location

Wristbands

- Given at the entrance of the party and only to those of legal drinking age
- Of the variety that the only way to remove is to be cut-off
- Anyone without a wristband is not allowed to possess alcoholic beverages
- Wristband resource www.pdcorp.com

Monitors

- Monitors are responsible for regulating the event and upholding all policies
- There are at least 1 monitor for every 20 guests
- Monitors wear special clothes that distinguish them from event attendees
- New members and old members are paired as monitors
- Monitors do not consume alcohol before or during the event

Security

- In addition to any monitors, there should be at least one professional/private security personnel at each event.

Punch Cards

- Should be easily identifiable by your chapter, but difficult to counterfeit and must contain the date of the social event and spaces for the type of beverage
- Are given in exchange for alcohol that will be held for guests
- Cards are collected at the exits of the event
- Indicate type/quantity of alcohol brought

Service Area (Bar)

- One area must serve as the distribution center for all beverages and food
- Alcohol is not permitted in any other area than the bar area (not in member rooms, etc.)
- No intoxicated person shall receive alcohol
- Individual return empty containers, along with punch card to receive any additional beverages.

Procedures

A wristband is placed upon person of legal drinking age with alcohol. The person immediately takes their alcohol to the service area (bar) and exchanges their alcohol for a punch card.

To receive an alcoholic beverage a guest presents his/her punch card (and empty container after first drink) and shows his wristband to the “bartender” who then provides the guest with his/her beverage and punches the card. Wine coolers in glass containers are poured into plastic cups.

No alcohol leaves the event once it has been checked into the bar area. Guest’s remaining beverages may be picked up the morning following the event. Left over beverages must be discarded.