Bring your Own Beverage Event Guidelines

The BYOB guidelines provided are best practices for safe and practical implementation for a well-managed event. Individual chapters must still follow their inter/national as well as Lander University policies. If policies are more specific and/or more stringent, the strictest policy applies. If questions arise, these guidelines do not supersede any local, city, state, university, general fraternity/sorority or national laws, statutes and polices, or common sense.

Entrance
- Establish one clear, well-lit entrance controlled and monitored by security or older, sober members.
  - Professional security that is contracted, licensed and bonded is recommended.
- Monitors should check to see if those seeking entry are on the guest list.
- Members and guests with alcohol should show proof that they are of the legal drinking age.
  - A picture ID with a birth date is required.
- Guests who are intoxicated and/or disruptive even if on the guest list should not be allowed into the event.
- Several exits should be available due to fire codes and laws; however, exits cannot be used as an entrance.
- If you are hosting the event in a residence, access to bedrooms should be off limits during the event.

Guest Lists
- Each event should have a new guest list turned in to the Office of Student Activities three days prior to the event with the following information listed:
  - Guest’s name, birthdate, LU ID Number, and chapter member with whom they are attending the function.
    - If the guest does not attend Lander University, a Drivers License number can be substituted.
  - Chapter member’s name, birthdate, LU ID Number
- Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the event premises.
- Guests who are impaired or who have caused problems in the past should not be allowed into the event.

Wristbands
- Members and guests who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband (carnival/ amusement park type is recommended).
- The individual’s name should be checked off the invitation guest list and the type of alcohol brought is written by his/her name.
- Members and guests who are not of legal drinking age or do not bring alcohol should
not receive a wristband, but should receive a chapter specific hand stamp after checking in.

- Members and guests without a wristband should not be consuming alcohol.

**Types and Amounts of Alcohol**

- The following stipulations should apply per person for a typical four to five hour function:
  - Maximum of six (6), twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.
  - No glass bottles.
  - No cases, twelve-packs, or other alcohol containers larger than six 12 oz beers/wine coolers/malt beverages.
  - No squeeze bottles, water bottles, beer bongs, party balls, pitchers, tumblers, or other containers.
  - No kegs or hard alcohol.
  - No alcohol for common use in member's rooms.
  - Shots, drinking games, or other activities that encourage inappropriate drinking behaviors should be prohibited.

**Food and Non-Alcoholic Beverages**

- The chapter should provide non-alcoholic beverages in an amount at least equal to the total number of people in attendance at the event.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Non-alcoholic beverages should be contained within one centralized location.
- Non-alcoholic beverages should be served from closed containers.

**Sober Monitors and Security**

- Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved.
- Monitors should not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 15 attendees is recommended.
- If the event is co-sponsored between a fraternity and sorority, both male and female monitors should be used to ensure the safety of all guests and that all applicable rules are applied to both groups equally.
- New members should not be serving as monitors.
- Monitors should meet with the Risk Manager/Social Chairman before the event begins to discuss role/scope of responsibility and stations for the event.
- Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
• Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.