Safe Party Host- Rules Worksheet

Step 1: Define the Event

1. Event Details:
    - When and where is the event taking place?
    - How many guests am I expecting?
    - How will I ensure unwanted guests are not allowed in the event?
2. Type of Event:
    - What kind of atmosphere do I want to create (casual, festive, relaxed)?
    - How will I create this type of atmosphere?

Step 2: Establishing Rules for Safe and Respectful Behavior

1. **Behaviors & Safety**:
    - **What behaviors do I want to encourage at my party?**
        - Examples: Respect for others' boundaries, responsible alcohol consumption, inclusivity, and positivity.
    - **How will I communicate these expectations to my guests before the party?**
        - Examples: Sending a message or invitation with clear guidelines, posting signs at the entrance, discussing rules verbally at the start of the event.
    - **What actions will I take to ensure a safe environment?**
        - Examples: Designating sober hosts, providing emergency contact information, monitoring noise levels, and ensuring adequate lighting.
    - **How many sober hosts will I need for my event? (A sober host ensures safety, manages emergencies, and promotes a fun atmosphere <u>without drinking alcohol.)</u>**
    - **How will I make sure they are easily identifiable?**
    - **How will hosts ensure the well-being and safety of all guests?**
    - **How will I ensure that rules are followed? What will happen if someone engages in disrespectful behavior?**
    - **How will I handle situations that may arise, such as harassment or excessive intoxication?**
        - Examples: Having a plan for bystander intervention, knowing signs of excessive intoxication or warning signs that someone is uncomfortable/cannot provide consent, knowing when and how to involve local authorities if necessary.

- **What will my plan be in case of an emergency?**
- **Have I identified the location of the first aid kit for easy access in case of an emergency?**
- **Do I have resource information readily available if I need to contact someone?**
- **Do I know the signs of alcohol/drug overdose?**

2. **Bystander Intervention**:
    - **What strategies will I encourage for bystander intervention?**
        - Examples: Educating guests on how to recognize and intervene in potentially harmful situations.
        - Direct intervention: Stepping in to diffuse or de-escalate conflicts or harassment.
        - Delegation: Involving sober hosts or designated individuals to help manage a situation.
        - Support: Offering assistance or comfort to someone who feels unsafe or uncomfortable.
        - Reporting: Knowing when and how to report incidents to event organizers or authorities discreetly.
    - **How will I ensure that all my guests arrive and get home safely?**
    - Ex: Not leaving until all guests have a ride home, pooling funds to help those who are unable to get a rideshare home, etc.
    - **How will any form of harassment be addressed and prevented?**
    - Ex: Cutting people off, establishing a plan for providing guests with ways to get home, etc.
    - **What steps are being taken to promote a culture of consent and respect for personal boundaries?**

Step 3: Alcohol and Substance Guidelines

1. **Alcohol Policy**:
    - **What kind of alcohol do I want to provide/limit? Will I do BYOB?**
    - **How will I manage alcohol consumption responsibly?**
        - Examples: Providing limited drinks per guest, encouraging hydration with water, ensuring guests have safe transportation options.
    - **What will be the rules around alcohol at the party?**
        - Examples: No open containers, serving drinks only to legal drinking age guests, ensuring bartenders measure alcohol responsibly.

- **How will I designate different areas (alcohol station, water station, food station)?**
- **What food options will I provide?**
- **What non-alcoholic options will I provide?**
- **How will I make sure there are enough sealed water bottles available for my guests?**

Step 4: Environment and Comfort Considerations

1. **Environment Setup**:
   - **How will I set up the party environment to ensure comfort and safety?**
     - Examples: Providing seating areas, clear pathways, and adequate restroom facilities.
   - **What measures will I take to respect the party location and neighborhood?**
     - Examples: Minimizing noise, cleaning up after the event, and addressing any complaints from neighbors promptly.
   - **Are there any areas that should be off limits (e.g. private spaces like bedrooms, isolated areas of an outdoor space, etc.)**

Step 5: Communication and Evaluation

1. **Communication Strategy**:
   - **How will I communicate and reinforce the party rules during the event?**
     - Examples: Reminding guests verbally throughout the party, having designated hosts to answer questions.
   - **How will I evaluate the success of these rules after the event?**
     - Examples: Asking for feedback from guests, reflecting on any incidents or areas for improvement.

Step 6: Post-Event Reflection

1. **Reflective Questions**:
   - **Did guests feel comfortable and respected at the party? Why or why not?**
     - Examples: Consider feedback received, observations made during the event.
   - **Where could I improve for future events to enhance safety and guest experience?**

    - Examples: Adjusting rules, communication methods, or event logistics based on reflections and feedback.
- **Were rules communicated and reinforced effectively?**