GVEO PARTY HOST CHECKLIST

BEFORE PARTY

- ☐ Understand and follow policies regarding hosting events with alcohol on campus.
- ☐ Establish Event Rules
- ☐ Create guest list and send out invites. Take steps to encourage/ensure safe transportation home for your guests.
- ☐ Designate Sober Hosts to monitor the event. Make sure they're easily identifiable.
- ☐ Post event policies and key resources (i.e. how to contact the party hosts, signs of alcohol poisoning, etc.) at the front door, at the bar, in bathrooms, on the stairs, or anywhere that is easily visible in the area you are in.
- ☐ Map out an area plan: identify water, and sober host locations.
  - Designate and label spaces for water, food, non-alcoholic beverages and food. Make sure they're accessible.
  - Consider having a designated non-drinking area.
- ☐ Plan what types of alcoholic, non alcoholic, and snacks/food you will serve.
  - Plan for water to be available in multiple locations (sealed and bottled).
  - Avoid serving alcohol in large, open containers.
  - Consider letting your guests BYOB and limit hard alcohol.
  - Who is serving the alcohol? Make sure they are trained in measuring drinks accurately..
- ☐ Develop a safety plan on how guests who are too intoxicated can be assisted in getting home safely, if there is an emergency, etc.

DURING PARTY

- [ ] Have someone monitor the entrance to prevent unwanted guests.
- [ ] Prohibit access to private areas, such as bedrooms.
- [ ] Be a pro-social bystander and intervene safely:if you notice someone in a vulnerable situation (ex: your guest is going home with someone they do not know well or is being pressured to drink more than they want).
- [ ] Intervene when you see over-intoxication. Slow them down, cut them off, or send them home.
- [ ] Help impaired guests find rides home.

AFTER PARTY

- [ ] Clean Up
- [ ] Reflect
  - Were rules effectively communicated and maintained before, during, and after?
  - Did my guests feel comfortable and safe?
  - Where could I improve safety/comfortability for next time?
  - If there are reports of an unsafe event happening at your party, access these resources: