

***Be Your Own Bartender* Poster** **A CONVERSATION STARTER**

“Be Your Own Bartender” is a unique approach to the more traditional meaning of BYOB, “Bring Your Own Beverage.” The poster and conversation starter are designed to help you think critically about how to implement a BYOB event.

By the simplest definition, if members and guests bring their own beverages to consume, your event is classified as a BYOB event. The procedures outlined in this resource are guidelines to implement for safe events. They will aid the risk management committee in thoroughly prioritizing member and guest safety before, during and after BYOB events.

Consider using this resource as a menu. Select the items most applicable to your event in addition to following both organizational risk management policies as well as institutional policies. If questions arise, this checklist does not supersede any local, city or state laws, university policies, organizational policies or common sense.

BEFORE THE EVENT

Review any campus policies that address BYOB events.

- Do they require a check-in procedure, limit the number of drinks a guest can bring, mandate special training for those working the bar area, etc.?
- Determine location members and guests will meet to check-in.
- Meet with function monitors or executive officers coordinating check-in.
- Remind all members and guests that bags, purses, and large pockets will be checked.
- Remind all members that IDs will be checked, and members over 21 will be issued a wristband.

WHAT CAN AND CAN'T I BRING?

Beer, Hard Seltzer, Wine and Premium Malt Beverages

- **ALLOWED:** Single serving sizes only
 - Canned or plastic beverages are recommended. Anything in glass bottles will be poured into plastic cups.
- **PROHIBITED:** Hard liquor or any beverage over 15% alcohol by volume (ABV)
- **PROHIBITED:** Any alcohol for members or guests under 21

How many drinks is a person of legal drinking age allowed to bring to the social event?

- The industry recommendation allows for “a reasonable limit on the amount and types of alcohol.”
 - This translates to a six-pack of beer/hard seltzer, four mini bottles of wine equivalent to 750 ml or a four-pack of wine coolers/ciders/malt beverages.

CHECKING IN THE ALCOHOL

TICKET SYSTEM

- Each guest gets one ticket per drink they brought.
- The tickets are personalized to the type of drink the guest brought, e.g., Bud Light, Whiteclaw Lime, Naturdays, etc.]
- A member who is working at the social event checks in each guest’s drink(s) and writes the attendee’s name on the tickets.
- The guest redeems tickets [one at a time] for their drinks at the bar.
- An empty can and ticket is required to receive the next drink.

WRISTBANDS

- The individual’s name, type and number of drinks is written on their wristband with a permanent marker.
- A member who is working at the social event checks in each guest’s drink(s)
- Each time a guest redeems a drink, an X is added to the wristband
- An empty can and is required for next round
- NOTE: Some wristbands have perforated “pull tabs” which many chapters have found useful.

DURING THE EVENT

Designate a member(s) to work bar area and distribute alcohol

- Anyone who wishes to acquire an alcoholic beverage they brought to the event must show their wristband or ticket and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given away to others once it leaves the service center).
- No beverages should be distributed to anyone other than the attendee who brought it.

EVENT MANAGEMENT

- The chapter should provide at least one non-alcoholic beverage per person in attendance.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods. Chapters should avoid serving salty foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Food and non-alcoholic beverages should be placed in one centralized location.
- Non-alcoholic beverages should be served from closed containers.
- During the last hour of an event, alcohol service should stop; a new non-alcoholic beverage and food item should be served for those who wish to switch to non-alcoholic beverages and begin winding down.

EVENT MONITORS AND SECURITY

- Event monitors regulate social events and maintain the risk management policy of the chapter(s) involved.
- Event monitors should not consume alcohol before, during or after the social event.
- Industry standards recommend one monitor for every 10 to 15 attendees.
- If the event is co-sponsored between a fraternity and sorority, both male and female event monitors should be used to ensure the safety of all guests and thorough attention to all applicable policies.
- Event monitors should be easy to recognize. Specialty clothing is a good way to set them apart from attendees.
- It is recommended that the chapter President and risk managers limit their use of alcohol (if consuming at all) during social events so that they, along with the monitors, can maintain a safe social environment.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, regardless of whether the person is a member or a guest. Access to private rooms and any secondary floors should be prohibited.

All alcohol will be disposed of at the end of the event.

- Only bring what you plan on drinking, because no alcohol will leave the venue.

Any steps toward reduced risk are steps in the right direction.

- Be safe. Be responsible. Be legal.

Remember: If you are under 21 years old, it is illegal to drink. If those of legal age do make the choice to drink, they should develop a personal plan to do so in a less risky way. Help each other do this.

