

## Items you MUST complete PRIOR to the BYOB function:

- Determine a block of time at a safe location for the BYOB function (functions may not exceed 5 hours).
- Sign and return **completed** BYOB event registration form.
- Submit **completed** Guest registration list - PRINT CLEARLY names of all LC brothers and guests.
- For out-of-town guests and guests from others institutions, you must provide birthdates on the guest list form.
- Return to pick-up BYOB function packet (copy of registration form, hi-lighted guest list, and tickets) - before Friday at 5pm or, for functions held on Thursday night, return before Thursday at 5pm.
- Purchase wristbands from the Office of Student Activities or use a permanent marker to use for ID check procedures.
- Choose your *sobers* for the BYOB event & assign responsibilities (minimum of three).
- Determine the area for the front door, bar, and party area of the BYOB function.
- Provide non-alcoholic options (minimum of 2 types of non-alcoholic beverages).
- Train your *sobers* for their responsibilities during the operation of the function.
- Identify important phone numbers and contact information in case of an emergency.

## Items you MUST complete DURING the BYOB function:

- Do not allow glass into the party room.
- Do not allow more than 72 oz. of alcoholic beverages to be registered by any one guest (6 12 oz. Cans or 4 16 oz cans or 3 24 oz cans).
- All beverages must be in their original container.
- No liquor is permitted.
- No squeeze bottles, bongos, pitchers, tumblers, or other containers are permitted.
- No shots and/or drinking games are permitted.
- Check IDs for ALL guests, including brothers - make an appropriate mark or wristband for each guest and brother. Guests and brothers 21 years and older should bear a distinguishable mark.
- All guests' IDs MUST be matched to the guest list. No additions are made to the list once the list is completed and submitted to the Office of Student Activities for approval.
- At the door, give the guest one ticket for each individual beverage they bring in (no more than 6).
- The *sober runner* takes the beer from the door to the bar. Guests do not carry their own beverages once entering the party room.
- The *sober bartender* may exchange one ticket for one alcoholic beverage, once the *sober bartender* has determined that the brother or guest is of legal drinking age. The *sober bartender* must rip each ticket in half and set aside (the ticket is destroyed upon redemption).
- Upon request, the *sober bartender* may serve any guest or brother a non-alcoholic beverage at any time.
- Sober floaters* should keep a watchful eye over all guests and brothers during a BYOB function.
- All *sobers* must be sober during the entire event, including six hours prior to the event.
- In the case of an emergency, a *sober* should contact appropriate emergency personnel.

## Items you MUST complete AFTER the BYOB function:

- Report any emergencies or problems to the Coordinator of Fraternity/Sorority Life no later than Monday at 5pm.
- Return any unused tickets to the Office of Student Activities.

## Suggested Items you SHOULD complete for a BYOB function:

- Hire outside security for your function, especially for annual events that include 4 guests per member.
- Provide food to guests during a function.
- Write the type of alcoholic beverage that is checked by a guest on the back of their ticket. This allows for a guest to receive their appropriate beverage at the bar.
- During the last 45 minutes of the function, stop serving alcohol at the bar. This helps guests wind down.
- Choose a theme for your BYOB function that includes good taste.
- Consult the Greek Advisor with any questions or concerns regarding risk management PRIOR to the BYOB function.