

## BYOB

The BYOB guidelines provided throughout this resource guide are suggestions for safe and practical implementation. If questions arise, contact your Greek Advisor. These guidelines are designed to help you implement a BYOB party. Questions you may have regarding the logistics of a BYOB party are most likely answered throughout this checklist.

- \_\_\_\_\_ Themes make an event special...be sure to use common sense and good taste.
- \_\_\_\_\_ The NIC Theme Party Kits are full of exciting new theme ideas for chapters.

### Entrance

- \_\_\_\_\_ One well-lit entrance, controlled and monitored by security or older members, is suggested.
- \_\_\_\_\_ Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- \_\_\_\_\_ Members and guests with alcohol are required to show proof of legal drinking age (the invitation/guest list should also have the birthdays of members and guests)...a picture ID with a birth date and student ID should be required.
- \_\_\_\_\_ A guest's name is checked once entry into the event location has been made.
- \_\_\_\_\_ Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

### Invitation

- \_\_\_\_\_ Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function.
- \_\_\_\_\_ A bag full of invitations delivered to a sorority (ies) is not an acceptable method.
- \_\_\_\_\_ Social events (with alcohol) open to the entire Greek or student population encourages the likelihood of accidents and risky behavior. Open events should be prohibited.
- \_\_\_\_\_ Invitation guest lists should be made prior to the event (a reasonable amount of time before the event is at least one day)...a ratio of two people per member is suggested.

### Wristbands

- \_\_\_\_\_ Members and guests who are of-age and bring alcohol to the event receive a non-adjustable, hospital-type wristband.
- \_\_\_\_\_ Individuals checking alcohol into the event also receive a hand-stamp on each hand (this is to show that the individual has already entered the event and checked in alcohol).
- \_\_\_\_\_ The individual's name is checked off the invitation guest list and the type of alcohol is written by his/her name.
- \_\_\_\_\_ Members and guests without stamps and wristbands are not to consume alcoholic beverages.
- \_\_\_\_\_ Of-age guests and members who do not check in alcohol DO NOT receive a stamp or a wristband (only those who bring alcoholic beverages are allowed to consume alcoholic beverages).
- \_\_\_\_\_ Precision Dynamics Corporation markets a product called VISA BAND... Call 800-847-0670 for more details about wristbands that can be customized with themes, colors, and sizes.

### Punch Cards

- \_\_\_\_\_ For each and every event, punch cards should be created that are event specific.
- \_\_\_\_\_ Punch cards should be about credit card size with pertinent information clearly printed on each card.
- \_\_\_\_\_ The name of the individual, his/her birthday, the type and amount of alcohol, the date of the event and the theme of the event should all be somewhere on the punch card.
- \_\_\_\_\_ Punch cards, unlike tickets, are easy to handle and are a more effective means for proper redistribution.
- \_\_\_\_\_ Punch cards are to be collected at the exits when your guests leave.

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\_\_\_\_\_ The following stipulations apply per person, for a typical four to five hour function.

\_\_\_\_\_ All the soda, juice, flavored water or other non-alcoholic beverages you care to consume (provided by host).

\_\_\_\_\_ Six (6), twelve (12) ounce cans of beer.

\_\_\_\_\_ Or, four (

\_\_\_\_\_ Only one beer or wine cooler may be acquired at a time.

\_\_\_\_\_ Leftover alcohol can be picked up the following day; otherwise it is to be discarded.

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