

PARTY PLANNING

TOP 10

Planning safe parties on college campuses can be a daunting task, even if “fun” is the goal. As you may have noticed in the Risk Management Foundation Policy on Alcohol and Drugs, it is best, and easiest, for chapters to hold their events at third-party venues. These venues have built-in preventative and security measures that chapters would otherwise create for an event at their chapter house. Though you may find it is more work to throw a party on chapter property, it is not impossible.

1 Your school directory is not a guest list.

Check with your university for their event-planning requirements. Complete this well before the party and, if applicable, supply a copy to university officials. Guest lists help ensure only those invited members and guests are in attendance.

2 Yellow rope ≠ controlled environment.

Ensure there is only one entrance to the event. This will guarantee that all guests are properly checked for identification and accounted for upon entry. Maintain alternative exits that are clearly marked, accessible and supervised in case of an emergency.

3 Tidy this up!

Inspect the house for any potential hazards. Create a designated party area. Be aware of any areas that could become hazardous, such as a stairway, mechanical room, and the kitchen. Keep brooms and other cleaning supplies on hand in case cleanup is needed.

4 Sober party monitors are just that: SOBER.

Check that party monitors, bouncers and ID checkers know their duties and remain sober throughout the event. They are responsible for the safety of the guests and enforcing the guest list.

5 Safe rides are the only rides.

Implement an appropriate transportation plan to ensure brothers and guests get home safely. Use campus and public transportation whenever possible. Calling a cab is pennies on the dollar compared to a DUI, or worse, an accident.

6 It's about being a good host.

Provide a variety of soft drinks and other non-alcoholic beverages to guests. Offer snacks in addition to the usual salty chip variety. Do not permit drinking games—they violate Fraternity and RMF policy and will jeopardize your chapter's insurance coverage.

7 Posting signs that say “Must be 21 and over to drink” doesn't cut it.

An appropriate and effective means of identifying guests over 21 must be in place. Wristbands, hand stamps, or other easily identifiable symbols have proven to be effective for party monitors and security guards to ensure that only guests of legal drinking age are consuming alcohol.

8 Never, EVER, use chapter funds for alcohol.

This is a violation of Fraternity and RMF policy and will jeopardize your chapter's insurance coverage. Alcohol must be provided and served by a licensed catering company with its own liquor liability insurance or events must be BYOB.

9 Have a crisis management plan and know it!

Local emergency numbers, university contact information, chapter advisor and house corporation information should be posted and easily accessible. Additionally, the chapter should have a crisis management plan, with a designated chapter spokesperson in case of an emergency.

10 Don't be a meathead.

Ensure all unwanted behavior/guests are controlled or removed. If a confrontation or altercation occurs, attempt to diffuse the situation, and contact proper authorities. Hire a security service to assist in “bouncer” duties and party admission, providing a safe and secure environment for all guests

Know the rules.

Understand the alcohol and drug policies set forth by RMF, Sigma Chi Fraternity and your university. Review these policies as you plan your party. If you have questions, ask! Be aware that if your university's rules and policies are stricter, those are the rules that apply.