

# PLANNING A CO-SPONSORED EVENT

All organizations co-sponsoring an event are equally responsible for properly managing the event and mitigating risk. In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

Who is the co-sponsoring organization?

When and where is the event?

DATE:

TIME:

LOCATION:

Does the co-sponsoring organization have a risk management policy?

*If so, have you reviewed the policy?*

YES

NO

YES

NO

*If the co-sponsoring organization's policy is more restrictive, you must follow their risk management policy.*

Does the co-sponsoring organization's policy require any additional event management procedures?

*If so, what are they [check all that apply]?*

Licensed third party transportation to and from the event

Event registration with the inter/national organization and/or regional volunteer

Other [Describe]:

How will alcohol come to the event [if applicable]?

Bring Your Own Beverage [BYOB]

*Everyone brings their own alcohol, including members, new members, guests, and alumni to help plan the organization's BYOB event*

Third Party Vendor

*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event to help plan the organization's Third Party Vendor event*

Do each of the co-sponsoring organizations have insurance?

YES

NO

Do each of the co-sponsoring organizations appear on all contracts for the event?

YES

NO

Does the event have a theme?

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

Does NOT rely on the stereotypes of certain groups

Does NOT encourage offensive dress or costumes

Does NOT stereotype any gender

Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme

Is NOT centered on mocking a particular group of people, culture, or organization.

Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading

# PLANNING A CO-SPONSORED EVENT

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All organizations co-sponsoring an event are equally responsible for properly managing the event and mitigating risk. In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

Who is the co-sponsoring organization's officer in charge?

How many sober monitors will the co-sponsoring organization provide for the event?

How will you identify sober monitors during the event?

What are the responsibilities of the sober monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]

Have you reviewed your crisis management plan with the co-sponsoring organization?

YES  NO

What additional steps will the co-sponsoring organization take to help reduce risk during the event?

*If so, what are they [check all that apply]?*

# PLANNING A SODEXO EVENT ON CAMPUS

Has your event been registered at least 2 weeks in advance on GetInvolved and has the space been reserved on Virtual EMS?

*If so, has the event been approved?*

YES  NO   
YES  NO

How will you manage the event?

How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event*

What non-alcoholic beverages and non-salty food options will you supply? \_\_\_\_\_

How many people are on the guest list? \_\_\_\_\_  
*It is recommended to limit to two guests per member*

Who will your officer in charge be for the event? \_\_\_\_\_

How many sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only new members to serve as sober monitors.*

Who will serve as sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only new members to serve as sober monitors.*

How will you identify the sober monitors during the event? \_\_\_\_\_

What are the responsibilities of the sober monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]: \_\_\_\_\_

How are you building your guest list?



# PLANNING A THIRD PARTY VENDOR ON & OFF CAMPUS

## WHAT IS A THIRD PARTY VENDOR?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders or who are TIPS trained. A Third Party Vendor must:

<input type="checkbox"/> Be licensed to sell and serve alcohol in your state, county, and/or city <i>Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event to help plan the organization's Third Party Vendor event</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/> Have a minimum of \$1,000,000 of general liability insurance, and should name the organization as an additional insured and Certificate Holder. <i>Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event to help plan the organization's Third Party Vendor event</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/> Agree to cash or credit, per drink sales only to individuals over the legal drinking age [i.e. cash bar] <i>Have you reviewed the Third Party Vendor Checklist with the Vendor</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## PLANNING THE EVENT

Has your event been registered at least 2 weeks in advance on GetInvolved and if on campus, has the space been reserved on Virtual EMS?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>

*If so, have you reviewed the policy?*

If being held on campus, has the first right of refusal form been completed and approved by Sodexo?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Have you reviewed your organization's contract with the Third Party Vendor and ensured the contract is in compliance with the Risk Management Policy

<input type="checkbox"/> If being held on campus, the Rollins College Performance Agreement must be used in place of vendor contract <i>Note: no students can sign a Rollins contract. Contracts should be completed with the Center for Inclusion &amp; Campus Involvement</i>
<input type="checkbox"/> The contract does NOT include drink specials for members/guests as part of the room rental fee.
<input type="checkbox"/> The contract does NOT include free alcohol [e.g. free drinks for women, 40 free drinks with reservation, two free drinks per member, etc.]
<input type="checkbox"/> The contract does NOT require a minimum amount of alcohol sales during the event or offer an incentive if a sales point is met [e.g. if \$300 of alcohol is sold, the bar rental fee is waived].

All members and guests must be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

<input type="checkbox"/> The Third Party Vendor [Recommended]
<input type="checkbox"/> Organization members
<input type="checkbox"/> A Campus Safety Officer, if on campus

All members and guests must be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

<input type="checkbox"/> Wristbands that have been dated and marked for that event
<input type="checkbox"/> Specific hand stamp that is unique to the event
<input type="checkbox"/> Other [Describe]:

# PLANNING A THIRD PARTY VENDOR ON & OFF CAMPUS

How will you manage the event?

How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event*

What non-alcoholic beverages and non-salty food options will you supply? \_\_\_\_\_

How many people are on the guest list? \_\_\_\_\_  
*It is recommended to limit to two guests per member*

Who will your organization's officer be in charge for the event? \_\_\_\_\_

How many sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only new members to serve as sober monitors.*

Who will serve as sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only new members to serve as sober monitors.*

How will you identify the sober monitors during the event? \_\_\_\_\_

What are the responsibilities of the sober monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]: \_\_\_\_\_

How are you building your guest list?

*\*Note: all guest lists must be emailed  
24 hours in advance to [cici@rollins.edu](mailto:cici@rollins.edu)*

If off campus, will you provide transportation to and from the event?  
If so, how?

YES                       NO

If so, how?

- Licensed transportation vendor [e.g. charter bus]
- Prepaid cab service
- Designated driver program
- Other [Describe]: \_\_\_\_\_

# WHAT CONSTITUTES AN ORGANIZATION EVENT?

These policies apply when alcohol is present while on Rollins property or during an off-campus event, in any situation sponsored or endorsed by the organization, or at any event an observer would reasonably associate with the organization.

## APPLYING THE “REASONABLE OBSERVER” STANDARD

The following factors are considered when determining whether an event could be considered an organization event by a reasonable observer.

Is the event being hosted in your on campus organization residential facility or college-provided meeting space?

YES  NO

*\*If so, events you host there would probably be considered an organization event.*

Is the event being hosted in an on or off campus location where you traditionally hold your events?

YES  NO

*If so, events you host there would probably be considered an organization event.*

Is the event being hosted or planned by one or more members of the organization and supported by the officers?

YES  NO

Is the event financed by the organization and/or being hosted on campus property?

YES  NO

Is the event being hosted or planned by one or more members of the organization and supported by the officers?

YES  NO

Do the officers have prior knowledge of the event?

YES  NO

Do online invitations refer to the organization [e.g. Facebook events]?

YES  NO

Is the event listed on an organization calendar [public or private]?

YES  NO

Will the event be announced at an organization meeting?

YES  NO

Will officers be in attendance?

YES  NO

Will the event be marketed over a mass method of communication to organization members [e.g. GroupMe, GINsystem, etc.]?

YES  NO

Are members attempting to rename the event in order to give the appearance that it isn't associated with the organization?

YES  NO

If guests were stopped on their way to the event, would they say they were going to the organization/s event?

YES  NO

Is the event actively or passively endorsed by a majority of the organization?

YES  NO

Have members of the organization of the organization lied about the event?

YES  NO





# BUILDING A GUEST LIST

The following factors are considered when determining whether an event could be considered an organization event by a reasonable observer.

It is recommended to allow only two guests per member/new member at your events.

How many members and new members do you plan to have at the event?

X

How many guests per member and new member will you allow at the event?

=

This is the total number of guests you can invite to your social event.

This total number of attendees [members and guests] should not exceed fire code for your venue.

Determine how members will add names to the guest list.

- Spreadsheet or Sign-Up List
  - Create a spreadsheet and allow members to add guests' names.
  - Bring the list to an organization meeting, post it online, or hang it on a bulletin board in the organization house.
  - Each member and new members' name should be on the list next to a blank space or each guest they're allowed to invite [e.g. two guests per member/new member].
- Numbered Invitations
  - Distribute numbered invitations to each member/new member to give his guests.
  - These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.
  - Keep a list with each member and new member's name on it and the numbers of the invitations they were given.
- Closed Facebook Event
  - Create a closed [non-recurring] event with a specific start and end time.
  - Do NOT allow friends to extend the guest list.
  - Set the Privacy to "Invite Only."
  - A designated member [e.g. Risk Management Chair] should be set as the Host and administrator for the event.
- Other [Describe]:

How many hours in advance will the guest list be closed?  
It is recommended that the guest list will be closed at least 24 hours prior to the event

How long will you keep the guest list after the event?  
It is recommended that you keep all guest lists for at least three months following an event

# BUILDING A GUEST LIST

## USING A SPREADSHEET OR SIGN-UP LIST

### ADDING NAMES TO THE GUEST LIST

Create a spreadsheet and allow members to add guests' names. Bring the list to an organization meeting, post it online, or hang it on a bulletin board in the organization house. Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member]

MEMBER NAME	GUEST #1 NAME	GUEST #2 NAME
Anderson, Heath	_____	_____
Boudreaux, Walter	_____	_____
Cartwright, Rusty	_____	_____
Matthews, Wade	_____	_____

### UTILIZING THE GUEST LIST AT THE DOOR

Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

GUEST NAME	MEMBER NAME	SIGNATURE	TIME IN	TIME OUT
Cartwright, Casey	Wade Matthews	_____	_____	_____
Howard, Ashleigh	Heath Anderson	<i>Ashleigh Howard</i>	<i>10:04 pm</i>	<i>1:32 am</i>
Logan, Rebecca	Walter Boudreaux	<i>Rebecca Logan</i>	<i>11:08 pm</i>	<i>11:47 pm</i>
Owens, Calvin	Heath Anderson	<i>Calvin Owens</i>	<i>10:07 pm</i>	<i>12:12 am</i>
Parker, Katherine	Rusty Cartwright	_____	_____	_____
Reed, Jordan	Rusty Cartwright	<i>Jordan Reed</i>	<i>9:56 pm</i>	<i>11:10 pm</i>

# BUILDING A GUEST LIST

## USING NUMBERED INVITATIONS

### ADDING NAMES TO THE GUEST LIST

Distribute numbered invitations to each member/new member to give to his guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Thickets cannot be sold or bartered. Keep a list with each member and new member's name on it and the numbers of the invitations they were given.

The women of Zeta Beta Zeta Sorority  
invite you to a date party at Macadoo's Restaurant (123 College Street)

Friday, February 28th  
10 p.m. – 2 a.m.

IDs WILL BE CHECKED AT THE DOOR  
Cash bar for guests over 21 years of age

#001

### UTILIZING THE GUEST LIST AT THE DOOR

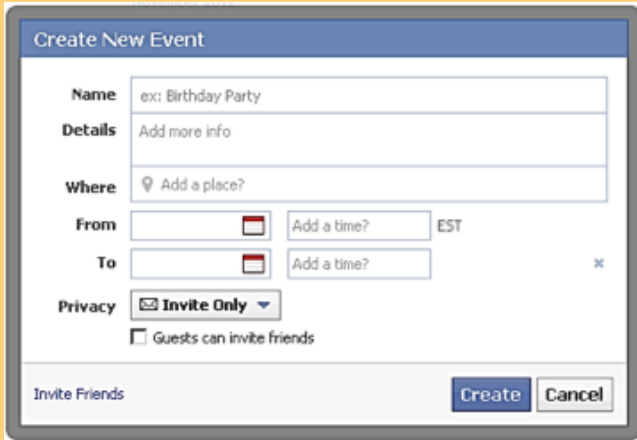
During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

TICKET	GUEST NAME	MEMBER NAME	TIME IN	TIME OUT
#001	_____	Rebecca Logan	_____	_____
#002	<i>Calvin Owens</i>	Rebecca Logan	<i>9:56 pm</i>	<i>11:10 pm</i>
#003	<i>Heath Anderson</i>	Casey Cartwright	<i>11:08 pm</i>	<i>11:47 pm</i>
#004	<i>Evan Chambers</i>	Casey Cartwright	<i>10:03 pm</i>	<i>1:29 am</i>
#005	_____	Ashleigh Howard	_____	_____
#006	<i>Rusty Cartwright</i>	Ashleigh Howard	<i>12:01 am</i>	<i>1:36 am</i>

# BUILDING A GUEST LIST

## USING FACEBOOK

Facebook can be utilized in the process of planning and creating your guest list. The following are some specific guidelines and reminders for using a Facebook event as your guest list.



The screenshot shows the 'Create New Event' form on Facebook. The 'Name' field contains 'ex: Birthday Party'. The 'Details' field is empty with the placeholder 'Add more info'. The 'Where' field is empty with the placeholder 'Add a place?'. The 'From' and 'To' fields are empty with the placeholder 'Add a time?'. The 'Privacy' dropdown is set to 'Invite Only'. There is a checkbox for 'Guests can invite friends' which is unchecked. At the bottom, there are 'Create' and 'Cancel' buttons.

## CREATING THE EVENT

**When you create your Facebook event, be responsible in choosing how to describe the social event.**

The contents of your invitation may be public and should be treated as such. Do NOT describe your event in a way that would lead others people to believe you plan to violate Policy.

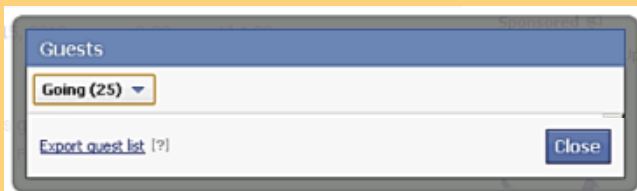
**Any party/event must be SPECIFIC, and not simply a recurring group. Give it a specific start/end time and location.**

Do NOT simply create an organization party group and attempt to use it as a guest list.

**Ensure the event follows these parameters:**

- Set the Privacy to "Invite Only."
- Do NOT allow guests to invite friends
- Do NOT allow members or guests to post photos or videos.
- Designate a Host for the event [e.g. Risk Management Chair].

Once the event is created, the Host should invite each member/new member's guests OR designate a period of time during which members will be given access to add guests to the event [e.g. make each member a Host for 24 hours after an organization meeting to invite guests].



The screenshot shows the 'Guests' list on Facebook. The 'Going (25)' dropdown is visible. There is a link for 'Export guest list [?]' and a 'Close' button.

## UTILIZING THE GUEST LIST AT THE DOOR

1. Select the list of guests who identified they will be "Going" to the event.
2. Click "Export guest list" to open the list of attendees in an Excel spreadsheet.
3. Sort the finalized list alphabetically by the guest's last name. Be sure to add the name of the member inviting the guest and leave spaces for the guest's signature, time in, and time out.

# BASICS ON AN EVENT WITH ALCOHOL

## [1] DON'T BREAK THE LAW

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on Rollins property or during an off-campus event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

### *It's pretty simple:*

The drinking age is 21 in all states, and anyone (a member, new member, or a guest) who consumes alcoholic beverages underage runs the risk of trouble. In addition, organization functions (which can be any event an observer would associate with the organization) with alcohol present must abide by either the "Bring Your Own (Alcoholic) Beverage" policy or must use a third party vendor. Simply put, organizations do not have liquor licenses and therefore cannot provide alcohol.

## [2] DON'T USE ORGANIZATIONAL FUNDS

No alcoholic beverages may be purchased through organizational funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. Open bars, the purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited.

### *It's pretty simple:*

No funds collected by the organization in any form, including dues or "passing the hat," can be used for the purchase of alcohol. THE ORGANIZATION IS NOT A BAR, so we shouldn't be in the business of providing alcohol. When we do, we take on a huge risk. Also, in today's college culture, bulk quantity of alcohol translates to most observers as an opportunity to binge drink, which creates the risk for things like alcohol poisoning, falls, deaths, and other injuries. This means that kegs, cases, and other mass quantities of alcohol are a HUGE risk and liability.

## [3] NO OPEN PARTIES

OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited. All events with alcohol require

guest lists. Some exclusions may apply based on audience, event location, and sponsoring organization.

### *It's pretty simple:*

In order to further decrease risk, events with alcohol MUST HAVE A GUEST LIST and non-members of the organization must have specific invitations. Know who your guests are! A roster or a list of Facebook friends does not constitute a guest list.

## [4] DON'T SERVE MINORS

No members, collectively or individually, shall purchase for, serve to, provide, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

### *It's pretty simple:*

It should go without saying that it is against the law to purchase for or serve to someone who is under 21 years of age. AGAINST THE LAW = RISK.

## [5] NO ILLEGAL DRUGS/ SUBSTANCES!

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during an event, whether on or off campus, or at any event that an observer would associate with the organization is strictly prohibited.

### *It's pretty simple:*

This one is cut and dry. Illegal drugs or controlled substances are not permitted at organization events.

## [6] NO CO-SPONSORSHIP WITH DISTRIBUTORS

No organization may co-sponsor an event with an alcohol distributor or bar (bar defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. Co-sponsorship is included but not limited to the bar providing discounted services, specials/deals, or financial support. This includes any event held in, at, or on the property of a bar as defined above, for purposes of fundraising.

### *It's pretty simple:*

This is not permitted because the organization is equally liable if they co-sponsor an event with a vendor/bar where alcohol is present, given away, or sold to those present, even if the event doesn't take place at a bar.

## [7] ALL OR NOTHING RULE

No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations, groups or organizations.

### *It's pretty simple:*

Any organization that CO-SPONSORS OR CO-FINANCES an event with other organization s/organizations is equally liable for an incident if any of the other groups purchase alcohol. That means the organization s SHARES THE RISK even if they are following every other part of the policy.

## [8] DRY RECRUITMENT

All recruitment activities associated with any organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with a bar or alcohol distributor as defined in this policy. Recruitment is defined by type of organizational type.

### *It's pretty simple:*

Any individual expected to make a life-changing choice cannot be counted upon to make an educated decision when under the influence of alcohol. Additionally, if alcohol is the only selling point the organization has to a prospective member, then it is time for the organization to rethink why they exist. Finally, most potential new members are under the legal drinking age, which makes it illegal for them to drink alcohol. ABSOLUTELY NO ALCOHOL can be present at any recruitment event or activity.

## [9] NO DRINKING GAMES

No member or potential new member shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

### *It's pretty simple:*

Bulk quantities and drinking games encourage high risk drinking, which increases the risk of an accident.

## [10] DRY NEW MEMBER ACTIVITIES & EARLY ARRIVALS

No alcohol shall be present at any new member/potential new member ritual of the organization or prior to the first day of classes (both fall and spring semesters).

### *It's pretty simple:*

Like "dry" recruitment, there cannot be any alcohol involved with the development of new members, even if a new member if of legal drinking age.



# CREATING BYOB EVENTS ON CAMPUS

Has your event been registered at least 2 weeks in advance on GetInvolved and has the space been reserved on Virtual EMS?  
*If so, has the event been approved?*

YES  NO

All members and guests must be "carded" at the entrance to verify their age. Who is checking members' and guests' IDs at the door?

- An advisor of the organization
- A Campus Safety officer (number of officers needed will be discussed during planning process: organization is responsible to pay \$25/hour/officer)

How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event.
- Specific hand stamp that is unique to the event
- Other [Describe]:

How many drinks will you allow each person of legal drinking age to bring to the social event? Only one drink may be given at a time per person.

*FIPG recommends a limit of six standard drinks per member and guest [e.g. a 6-pack of beer, 4 wine coolers, etc.]*

Beer and wine coolers #: \_\_\_\_\_  
Malt beverage (e.g. hard lemonades, hard sodas, etc.) #: \_\_\_\_\_

Sober members of your organization who are of age will be responsible for working the bar. How will you manage the service distribution center [i.e. the bar]?

Where will the bar be located? \_\_\_\_\_  
*You must establish one centralized location [not a member's room] for checking in and distributing alcohol.*

How many sober members will be assigned to work the bar (must be at least 2 sober members)?

Number of sober members assigned to work the bar \_\_\_\_\_

# CREATING BYOB EVENTS ON CAMPUS

How will members and guests check in and collect their alcohol?

- Ticket System  
Each member/guest is given one ticket per drink s/he checks in at the party. The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.]  
The name of the attendee is written on the tickets.  
The member/guest's drinks are delivered to the central bar area by a member who is working the social event.  
The member/guest redeems tickets [one at a time] for drinks at the bar.
- Punch Card System  
Each member/guest is given one ticket per drink s/he checks in at the party. The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.]  
The name of the attendee is written on the punch card.  
The member/guest's drinks are delivered to the central bar area by a member who is working the social event.  
The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.
- Other [Describe]:

How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event?

- As an attachment, include your written procedures for the event.

How will you manage the event?

- How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to have ONE entrance to the event.*
- What non-alcoholic beverages and non-salty food options will you supply? \_\_\_\_\_
- How many people are on the guest list? \_\_\_\_\_  
*It is recommended to limit to two guests per member*
- Who will your student officer in charge be for the event? \_\_\_\_\_
- How many sober monitors will you have at the event? \_\_\_\_\_  
*It is recommended that you have at least one sober monitor for ever 15 attendees, in addition to sober members working the bar.*
- Who will serve as sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only new members to serve as sober monitors.*
- How will you identify the sober monitors during the event? \_\_\_\_\_
- What are the responsibilities of the sober monitors during the event? \_\_\_\_\_
- Check members' and guests' IDs at the door to verify their age
  - Manage the guest list at the door
  - Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
  - Monitor members' and guests' policy compliance
  - Other [Describe]:

How are you building your guest list?  
*\*Note: all guest lists must be emailed 24 hours in advance to [cici@rollins.edu](mailto:cici@rollins.edu).*