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| **BYOB PRE-EVENT CHECKLIST** |

The following Pre-Event Checklist is designed so that you can quickly determine whether or not you have implemented risk-reducing steps for your chapter’s social event. This page may be copied and used for each of your social events throughout the academic year. Be sure to keep working until you are able to make a yes for each question.

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| YES NO | Our event is theme oriented, complete with activities that do not directly relate to alcohol consumption, drinking games, or alcohol abuse. |
| YES NO | We are providing plenty of juice, soda, water (any alcohol-free beverages) during the duration of the event. |
| YES NO | We have plenty of substantial food items for the duration of the event. |
| YES NO | We are limiting the types and amounts of alcohol to what is permitted by these policies or by our inter/national organization’s policy (whichever is more strict). |
| YES NO | We have one entrance to the event, with one or more exits available if an emergency were to occur. |
| YES NO | We have a guest list that has names and birthdays of all members and guests who were invited prior to this event. This guest list will be submitted to the original BYOB form no later than one week after the event. |
| YES NO | We are administering wristbands to all of-age (21 year old) members who have checked in alcohol for this function. |
| YES NO | We have a co-ed team composed of members who are of-age and initiated, non-drinking, and sober, from each sponsoring organization serving as monitors and workers for this event. **Each monitor will fill a specific role as outlined in the policy.** |
| YES NO | For each person who will check alcohol into the function, we have recorded the type and amount on the guest list and the service monitor will check off on the wristband each time the individual consumes an alcoholic beverage. |
| YES NO | We have just one central location for all food, snacks, non-alcoholic drinks, and alcoholic beverages that members and guests have brought for the evening. |
| YES NO | No alcohol leaves the event once it has been checked into the event. We have determined a system for the alcohol to return to its owner the following day. |
| YES NO | The location where the event is behind held has been registered to the Event Location Form on RAMConnect. |
| YES NO | One representative from the two organizations will submit a BYOB form to RAMConnect registering this event **14 days prior** to the event.  |

**Risk Management Representative #1 Signature and Date: Risk Management Representative #2 Signature and Date:**