

Chapter: _____
Event Date: _____

Tennessee Tech University
Greek Life Office

BYOB Checklist

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

- Determine the location for the BYOB function (functions may not exceed 4 hours).
- Choose your *sober officers in charge* for the BYOB event & assign responsibilities (one for every 25 guests).
- Determine the area for the front door, "bar", and party area of the BYOB function.
- Designate one entrance to the event. Remember, once a guest leaves the event, they will not be permitted to re-enter.
- Provide non-alcoholic options (non-alcoholic beverages and non-salty snack food.)
- Train your officers in charge for their responsibilities during the operation of the function.
- Identify important phone numbers and contact information in case of an emergency. Post this in an accessible location.
- Return **completed** notification form for event with alcohol with you Faculty Advisor's signature to the Greek Life office 5 days in advance.
- Bring in the pre-determined guest list at least 48 hours in advance of the event for approval.

Items you **MUST** complete **DURING** the BYOB function:

- Do not allow glass into the event area. All beverages must be in their original container.
- No liquor is permitted. No squeeze bottles, bongos, pitchers, tumblers, or other containers are permitted.
- Do not allow more than six 12 ounce cans or four 16 ounce of alcoholic beverages to be registered by any attendee. All alcoholic beverages must be checked at the event entrance and taken to the bar by an officer in charge.
- Check IDs for ALL attendees - wristband guests and members 21 years and older.
- Wristbands are marked with the type of alcohol brought to the event per person and each individual beverage they bring in (no more than 6). The type of beverage brought to the event is written on the wristband.
- The officer in charge takes the alcohol from the door to the bar. Guests do not carry their own beverages once entering the event area.
- The sober bartender place an X on the wristband for each alcoholic beverage picked up.
- Officers in charge should keep a watchful eye over all guests and members during a BYOB function. One sober member per 25 guests.
- All officers in charge must refrain from alcohol use during the entire event, including six hours prior to the event.
- During the last 30 minutes of the function, stop serving alcohol at the bar.
- In the case of an emergency, an officer in charge or security personnel should contact appropriate emergency personnel.
- Officers in charge should call a taxi cab for any member or guest they feel needs to sober ride home.

Items you **MUST** complete **AFTER** the BYOB function:

- Report any emergencies or problems to the Greek Advisor no later than Monday at 9 a.m. for weekend events and for events during the work week, by 9 a.m. the next business day. (Please note that while the emergency is occurring, you must call emergency personnel.)
- Submit the guest list and special guest list (if applicable), and this checklist to the Greek Life office within the next business day.

Our chapter received a copy of the BYOB policy prior to the event and implemented the procedures described above.

Signature of Chapter President

Date