



BYOB EVENT CHECKLIST

Answer these questions as you develop your plan for hosting a BYOB event:

1. Are there any campus policies that deal with BYOB events? What do those policies say? [Do they require a check-in procedure, limit the number of drinks a guest can bring, mandate special training for those working the bar area, etc.]

2. All guests must have their ID checked at the door to verify their age. How are you marking guests and members of legal drinking age?

- Wristbands that have been dated and marked for the event
- Specific hand stamp that is unique to the event

3. How many drinks will you allow each person of drinking age to bring to the social event? [Recommend restriction of one (1) six-pack of 12-ounce beers or one (1) four-pack of wine coolers per person.]

Beer: # _____ Wine Coolers: # _____

4. How will you check in beverages at the door?

TICKET SYSTEM

Each guest is given one ticket per beer/drink they check in at the door

The tickets are personalized with the type of drink the guest brought [e.g. Bud Light, Miller Lite, etc.]

The name of the attendee is written on their tickets

The guest's drinks are delivered to the bar area by a member who is working the social event

The guest redeems tickets [one at a time] for their drinks at the bar

PUNCH CARD SYSTEM

Each guest is given one punch card which has a mark for each drink they check in at the door

The punch card is personalized with the type of drink the guest brings [e.g. Bud Light, Miller Lite, etc.]

The name of the attendee is on the punch card

The guest's drinks are delivered to the bar area by a member who is working the social event

The guest's card is punched at the bar each time they claim one of the drinks they brought



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

6. Have you run the numbers and checked the doors?

How many entrances will there be to the event? _____
[It is safest to only have ONE entrance; however,
you should have MULTIPLE emergency exits]

How many sober monitors will you have at the event? _____
[You should plan for at least one per 10-15 guests]

How many people are on the guest list? _____
[Two guests per member is the guideline]