



FRATERNITY AND SORORITY LIFE

ALCOHOL MANAGEMENT CHECKLIST

- ____ 1. Checking ID's (both WVU & State) & appropriately marking/wrist-banding those guests at or above the age of 21.
- ____ 2. A guest list is required for each restricted event. The guest list is being properly utilized.
- ____ 3. Must provide **5 initiated** non-drinking members to serve as Event Monitors.
- ____ (1) non-drinking member roaming the entrance/exit areas
 - ____ (1) non-drinking members roaming the perimeter of the house
 - ____ (1) non-drinking member roaming the residential entrances of the house
 - ____ (2) non-drinking members to manage alcohol (unless at third party vendor)
- ____ 4. Event Monitors must be easily identifiable.
- ____ 5. Beer tickets are available for alcohol distribution and/or another systemic approach to track each guest's beer is in place. Please describe: _____
- ____ 6. All alcohol must be distributed from one location.
- ____ **6** cans of beer distribution maximum per guest
- OR
- ____ **4** cups of wine distribution maximum per guest
- ____ 7. Food and non-alcoholic beverages **must be available** to guests at all times.
- ____ 8. Rules of the event should be **posted and visible** to all guests attending the event.
- ____ Members and Invited Guests Only.
 - ____ Must follow "BYOB" Policy.
 - ____ No one under 21 is allowed to consume alcohol.
 - ____ No bottles of any kind.
 - ____ Unruly guests may be asked to leave at any time.
- ____ 9. An incident shall be filed with the Office of Fraternity and Sorority Life by Noon of the next business day.

****In case of emergency, please first call the WVU Police at 304-293-2677 or 9-1-1****

****To report non-emergency issues, please call Dr. Matthew Richardson at 412-339-7130****