FRATERNITY AND SORORITY LIFE

ALCOHOL MANAGEMENT CHECKLIST

Organization: _____ Date:_____ OFSL Staff:_____

_____ 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 **1** *initiated* substance-free members per 15 guests to serve as Event Monitors.

_____ attendees on guest list _____ event monitors present

_____ 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.

By signing below, I confirm on behalf of my organization that I have completed this checklist with a member of OFSL staff and that it is an accurate depiction of our organization(s) risk management protocol.

_____	_____	_____	_____	_____	_____
Print Name	Organization	Sign	Print Name	Organization	Sign

****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****