

# *Alcohol Risk Management Plan Outline*

The sponsoring organization must submit an Alcohol Risk Management Plan as a part of the registration process. The plan should be organized to include headings for each item below. If the item does not apply, include the heading and write "Not applicable."

Fraternities and sororities should consult their organizations' guidelines and resources during the planning process. All organizations should consult the Events With Alcohol Guide.

- Event Details - event name, date, time, location
- Event Manager(s) - name, UWF email, phone number
  - Per FSL procedures, the chapter president, or a designee approved by FSL and the chapter advisor, must be in attendance for the duration of the event, but does not necessarily need to be an Event Manager
- Sober Monitors - names, UWF emails, phone numbers
  - Review the role of Sober Monitors in the Events With Alcohol Guide
  - Sober monitors must include officers and 21+ individuals, not just new members
- Event Type - BYOB [BRING YOUR OWN BEVERAGE] or a third party vendor
- Event Venue - describe the space used for the event, including access/entrances, indoor or outdoor, proximity to alcohol service, etc.
- Security - number and roles of dedicated security personnel; number and roles of venue employees; roles of event managers and sober monitors
  - Paid security personnel or venue employees should check IDs
  - An approved security presence must be contracted for BYOB events
- Attendees - guest list plan; maximum attendance (no more than 20 attendees per sober monitor); must include confirmation from the venue that the proposed attendance is suitable for the space
  - Specify "Open/Public" event (attendees do not have to be on an advance guest list or be the guest of a specific member) or "Closed" event (only members and members' guests are admitted)
- Check-In Procedures - controlling access to the space; guest list or attendee register; wristbanding, hand stamps, and/or other ID checks
  - The check-in procedures should make it clear that attendees who are already intoxicated will not be allowed to enter the event
  - If group transportation is provided, check-in procedures should be described for transportation loading and entry to the venue
- Transportation - describe any provided transportation; describe procedures to prevent driving under the influence

## *Risk Management Plan Outline (cont'd)*

- Alcohol (vendor) - type(s) of alcohol available; service method; no free alcohol provided by vendor; no minimum sales; no specials for all women; cash bar (individuals pay for their own drinks); no drinking games
  - The vendor agreement must be attached to the Registration Request; Agreement should indicate cash bar service
  - It is recommended that bartenders check IDs at least occasionally rather than rely only on wristbanding
  - Only beer, wine, and seltzers are permitted at "Open" events
- Alcohol (BYOB) - beer, wine, and seltzers only; drink limits; alcohol check procedures; procedures to control access to alcohol and prevent sharing; ticketing or punch card systems recommended
- Food and Non-Alcoholic Beverages - food and non-alcoholic beverages should be readily available to attendees
- Emergency Response Plan - internal communication channels; contact information for emergency personnel; University and headquarters (FSL) reporting for serious injury or illness; weather contingencies
  - The "flashing lights" rule - UWF personnel should be informed immediately if emergency personnel or law enforcement become engaged with the event or event attendees

## *Event Report*

The event report should be emailed to the [studentorgs@uwf.edu](mailto:studentorgs@uwf.edu) or [fsl@uwf.edu](mailto:fsl@uwf.edu) by the end of the first business day after the event. Failure to provide an accurate and complete report of the event may constitute a violation of University policy.

The report should include:

- Summary of the event - Was it successful? Did things go as planned? Did you have to alter the plan in any way?
- Attendee Register - complete list of attendees
  - For closed events, the register should indicate each guests' member sponsor
- Incidents - list of potential concerns related to injury, serious illness, altercations, and any other incident that involved emergency or law enforcement personnel