



DEPARTMENT OF PUBLIC SAFETY

Tips for Hosting

Being a host or organizer is an awesome responsibility. You can be successful by being aware of the risks and taking precautions to minimize your risk level. Here are some helpful suggestions to get you started:

Before the event, develop a clean-up plan. Keep your house and property well maintained. Delegate responsibility to specified individuals to look after the location of the event.

Develop a guest parking plan so cars are not towed or cited. Establish an emergency contact list with the numbers of designated "neighborhood contact" individuals as well as specified attendees. Make sure they keep their cell phones on their body at all times with the loud ringer and vibrate setting on so that they can be reached if they need to be contacted.

Check everyone's identification and create a designation for those over 21 attending a function where drinking may occur. Consider hiring professional security staff to assist with:
overseeing the function
managing uninvited guests
collecting car keys/calling a cab
checking the identification of invited guests
Never promote or sponsor a function where you/your organization may be interpreted as selling alcohol by:

selling drink tickets

selling empty cups

charging for "all you can drink"

hosting an event in conjunction with a local bar or alcohol distributor. Serve [non-alcoholic beverages](#) and provide [food](#) for guests. Do not promote alcohol as the center of the event or encourage guests to engage in drinking games. Serve alcohol in closed containers instead of large open "punch bowls", so it is more difficult for someone to slip a drug into the container. If you notice someone appearing very drunk early on, call 9-1-1, as s/he may have been slipped a predator drug (e.g., rofie, GHB). Limit the number of drinks your guests are drinking: alcohol is still the #1 date rape drug. Avoid glass bottles. Don't risk someone getting cut by broken glass and make your clean up easier. Provide [transportation or taxis](#) for guests who have been drinking. Take care of your guests.

Prevent access to swimming pools and close bedrooms to guests. Protect your personal belongings and property. Keep the event in the specific areas. Remember over-indulgence of alcohol or any drug can lead to risky situation (read our information about serving alcohol and the [signs of alcohol poisoning](#)). Establish a time limit for the event with a set end time. Four hours is a good estimate.

Discourage "road trips" emphasizing the use of alcohol while driving. Close all access to your roof. Eliminate the risk of someone falling.

If the party is hosted by a registered student organization:

Educate the organization by bringing in guest speakers to discuss alcohol and drug issues, personal safety and risk management. Designate a risk manager (a member of the organization or advisor) to oversee risk management policies and procedures. **Inform your advisor and your officers of your event and involve them in your planning.** Invite them to your events to help maintain order and to assist you with active risk management.