

Programming with Alcohol Checklist

Office of Student Activities ♦ getinvolved.wustl.edu



At the Beginning of Each Semester and Monthly

- Designate individuals from your student group to attend the Programming with Alcohol Workshop. These individuals will then be able to act as responsible contacts for any events with alcohol.

At Least 4 Weeks In Advance

- Meet with your student group advisor or with an Office of Student Activities (OSA) staff member to discuss the purpose, logistics, safety, security, and timeline for the event you are planning.
- Reserve space that will accommodate the numbers expected for event and will allow alcohol to be served by a third-party vendor. (A third party vendor is a service provider not associated with Washington University that is licensed to serve alcohol)
- Call professional security and check on availability for the date, time and location of the event. Reserve the service. **There must be at least 3 security guards present for events with alcohol and 1 additional guard per 50 attendees.**
- Contact a third-party vendor and check availability for the date, time, and location of the event. Reserve the service.
- Contact the Washington University Police Department (WUPD) (5-5555) and inform them of the date, time, and location of the event. Consult with WUPD if there are any special safety and security measures to be taken for the event.

At Least 10 Working Days In Advance

- Complete Undergraduate Events with Alcohol Registration form (this officially notifies WUPD and OSA that an event will occur).
- Contract with a third-party vendor. A contract must be submitted to OSA for approval and signature. A fifteen-minute contract meeting will need to take place in order for the contract to be processed. Submit a purchase order (PO) request through the Student Union Business Managers.
- Contract professional security. A contract must be submitted to OSA for approval and signature. A fifteen-minute contract meeting will need to take place in order for the contract to be processed. **There must be at least 3 guards present for events with alcohol and 1 additional guard per 50 attendees.** Submit a purchase order (PO) request through the Student Union Business Managers.
- Submit a drawn a venue diagram indicating where the following will be located: signage, security, staff, alcohol distribution, alcohol staging, ID check-point, wristbands distribution, food distribution, exits, and entrances (including non-Washington University guest entrances, as appropriate).
- If event is on campus, notify Aramark for indoor events and/or Top Care for outside events (*unless using space reserved through the Office of Residential Life or the Village*) for set-up and clean-up needs. This includes requests for garbage and recycle bins.
- Prepare liability waivers for the event, if necessary. Consult with your advisor or an OSA staff member if unsure.
- Designate responsible contacts for the event. At least two people must act as sober, responsible contacts for each event with alcohol. Ensure that the designees have completed the Programming with Alcohol Workshop.
- Order non-salty food and non-alcoholic beverages and submit purchase order (PO) request through Student Union Business Managers.
- Order wristbands through The Office of Student Activities. OSA will bill the sponsoring group a nominal fee.
- Decide how and where to admit guests, if the event allows non-Washington University students. (Event Guest Waiver and Sign-In sheets are available in OSA).
- Prepare signage indicating that IDs will be checked, service can be refused to intoxicated individuals, fake IDs will be confiscated, and that no containers allowed into the facility made and posted. Groups must use verbage from OSA. Pick-up form with appropriate language in OSA.

Day of Event and Follow-up

- Pick-up and prepare event supplies: wristbands, food, water, soda, etc.
- Hang signs, put out guest sign-in sheets, and waivers, as necessary.
- Meet with security staff, WUPD, and student and staff volunteers at the beginning and end of the event, and various times during the event to touch base about staffing expectations for the event.
- Check-in with all service providers.
- Complete security and program evaluation (Keep one and make a copy to submit to OSA). Have a mandatory meeting with OSA staff to debrief event.