

Security Event Evaluation

Office of Student Activities ♦ getinvolved.wustl.edu



It is **mandatory** to complete this form following every event with alcohol. The responsible contact from the hosting group and the security point person for the event should complete. The student representative is responsible for distributing forms to the B&D point person. If the guard does not receive a form from the student they will also be available from the Washington University Police Department (WUPD) dispatcher. If a university staff member is on site, these forms may be turned into him or her. For off-campus events, only the student completed form is necessary. Additional comments may be included on an attached sheet.

Sponsoring Organization(s): _____ Today's Date: _____

Name of Event: _____ Brief Description: _____

Open to Non-WU Community: Yes _____ No _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm (events must end by 2am) Location: _____

Contact #1 (must be sober and present for entire event)

Contact #2 (must be sober and present for entire event)

Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

EVENT BEGINNING AND IDENTIFICATION/GUESTS

- A. Did the sponsoring organization check for WASH U ID and state identification? YES NO
- B. Were non-Wash U guests admitted? YES NO How Many? _____
- C. Did sponsoring organization have and utilize a sign-in sheet for guests? YES NO
- D. Were over-21 guests given a colored wristband affixed by a B&D guard? YES NO
- E. What is your best estimate of attendance at the event? _____

FOOD & ALCOHOL

(Please attach an event diagram that shows location of various questions below)

- A. Was there one location designated for distribution of alcohol and a separate location for food? (attach event diagram) YES NO
- B. Were attendees without colored wristbands drinking alcohol? YES NO
- C. Were there any common sources of alcohol (ie, keg, punch) YES NO
- D. Did there appear to be hard-alcohol? YES NO
- E. Was alcohol consumed beyond the designated borders of the event? YES NO
- F. Were food and non-alcohol beverages and food readily available throughout the event? YES NO

RESPONSIBLE CONTACTS / OFFICERS

- A. Were these individuals present at the start of the event and available throughout? YES NO
- B. Did these individuals comply with guard / police requests? YES NO
- C. Were these individuals drinking at any time during the event? YES NO
- D. Did the requested number of B&D guards work? Time arrived: _____ Time Departed: _____ YES NO

CLOSE OF EVENT

- A. Was outdoor amplification contained to the designated event venue? YES NO
- B. Was all outdoor, amplified music off by 11:45pm? YES NO
- C. Were any noise complaints received during the event? YES NO How many? _____
- D. Was venue empty and cleaned up by 2am? YES NO

OTHER

- A. Did B & D request WUPD or did they arrive at the event at any time? YES NO
For what reason(s): _____
- C. Were there any unusual situations during the event? YES NO
Brief description: _____
- D. Was any emergency medical assistance needed during the event? YES NO
Brief description: _____