

Hosting a Party or Event

Here are some suggestions that will keep you and your guests safe.

1 Plan ahead.

All campus events with alcohol must be **REGISTERED** through PhoenixCONNECT at least **three weeks prior** to the planned event. If alcohol is being served, the sponsoring organization **MUST** work with Elon Dining or follow University BYOB guidelines as well as all Inter/National Organization policies, if applicable.

2 Know all of the people attending your party.

Only invite people you know to your event. Check your guest list. Problems usually occur when people you don't expect show up. As a host, it's a good idea not to let random or highly intoxicated people come in—you are responsible for their actions.

3 Know the law and university policy.

Familiarize yourself with North Carolina alcohol laws and university policies, including the Town of Elon Ordinances and Regulations. Remember, student organizations are **not permitted** to host organization-sponsored events with alcohol at a private residence. Help keep yourself and your party-goers safe and out of trouble!

4 Designate individuals to serve as Social Event Managers (SEM).

Depending upon the event size, there should be a minimum of **(1) trained SEM** for every 25 people in attendance. SEM's are your eyes and ears of the party. Their responsibility is to remain visible, stay sober, intervene in potentially harmful situations, monitor noise levels, and make sure that guests are comfortable and safe.

5 Avoid drinking games.

Not only are drinking games prohibited, they can be extremely dangerous. Blood alcohol levels (BAC) can spike rapidly and this can lead to alcohol poisoning.

6 Provide food and non-alcoholic drink options.

Keep party-goers from getting sick. Offer plenty of high protein and carbohydrate snacks like pizza, chicken wings, cheese, nuts, pretzels, or sandwiches. Be sure to have sufficient amounts of non-alcoholic beverages too, such as water, soda, or juice.

7 Be respectful.

A loud party impacts those around you. Whether you live on or off campus your actions affect your neighbors—both students and Elon community residents.

8 Alcohol poisoning is a medical emergency.

If you suspect a guest may have alcohol poisoning, call 911 immediately. Signs to watch for include: mental confusion, slow breathing, pale skin, vomiting, becoming unresponsive, or clammy skin.

9 Make the SAFETY of your guests your TOP priority.

Hosting a safe and responsible event is all about planning ahead and being smart. Remember that you are assuming liability and risk as a party host, so **Party Smart!**

PARTY SMART!



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