



Social Host Guide

Here are some guidelines to keep in mind when hosting a social event that includes alcoholic beverages. Use this handout to plan a safe & fun event!

[If you are hosting an event On-Campus, click here to visit the UChicago page on policies and procedures for hosting social events on campus.](#)

Before the Party:

- [Complete UCare and certification quiz](#) (if the event will be held on campus).
- Submit appropriate forms to departments and RSO's (if the event will be held on campus).
- Have a goal for the event. Why are you hosting this event? What do you want attendees to walk away from the event with?
- Know who will be attending your party - Keep a registered list and/or sign in sheet for the event
- Get together with your planning committee to include all of the necessary details (date, time, location, entertainments/speakers, food, drinks, bartenders, etc.).
- Make sure you have a timeline of what will happen at the event.
- Have a plan. Who will be sober, how will you be checking ID's, who will be conducting routine party/facility checks, who is in charge of parking, who will be monitoring for safety as guests leave? How will guests get home?

During the Party:

- Check all ID's upon arrival and prior to allowing guests to enter. Have an identification system in place (i.e. bracelets).
- Monitor noise levels - If noise is audible from the outside of the room – it is too loud.
- Do routine *walk throughs* at the event. Check for safety issues. Look for individuals who are to intoxicated, who may be in an uncomfortable or harmful situation, or appear to be in distress. Also look for safety issues (broken glass, wet floors, and fire safety issues). *Walk throughs* should be conducted every 20-30 minutes.
- [Know the signs of alcohol poisoning and look for red flags](#) (anyone drinking too much, getting loud and acting out, signs of forced behavior, assault).

After the Party:

- Start to clean up after your guests leave.
- Make sure that everyone has a SOBER ride home.
- Do a scan of the facilities and make sure that everyone has left.
- Next day- talk with your party planning committee and any other people (i.e. facilities, staff, etc.) that were involved in administering the event to see how it went.



Checklist:

- ☐ Keep it small
- ☐ Make it “Invitation Only” so you can know your guests
- ☐ Have at least one sober host on the premises at all times
- ☐ Do not serve minors alcohol. The host is responsible for any minors served.
- ☐ Always stop serving alcohol at least 1 hour prior to the end time
- ☐ Never let anyone leave the party with a drink
- ☐ Do not let anyone drive who appears to be intoxicated
- ☐ Limit the alcohol intake of guests (limit is 3 per person according to UChicago policies for events hosted on campus)
- ☐ Provide non-alcoholic beverages (water, juice, etc.)
- ☐ Provide food, aim for high protein snacks
- ☐ Avoid using glass bottles
- ☐ Avoid setting up drinking games
- ☐ Limit noise
- ☐ Do not have a lot of guests leave at once, this creates noise and draws attention to the party
- ☐ Clean up after the party

For more resources and information [visit the Alcohol and Other Drug Education page](#) or contact Health Promotion and Wellness via email wellness@lists.uchicago.edu