

## Steps for Responsible Social Planning

1. **Elect a risk manager** to oversee chapter risk management policies and procedures. Should be the “F”
2. **Involve your alumni**, House Corporation, Greek Advisor, and campus resources in your social planning and events. Invite them to your parties to help maintain order and to assist you with active risk management.
3. **Card everyone** attending a function where drinking may occur. Never allow underage members or guests to drink at any event.
4. **Utilize and enforce guest list** policies. Don’t allow just anyone to enter your social functions. Know who is in attendance and stick to your guest list.
5. **Utilize 3<sup>rd</sup> party vendors and B.Y.O.B policies** to reduce your liability
6. **Consider hiring professional security staff** to assist the chapter with:
  - a) overseeing the function
  - b) managing uninvited guests
  - c) collecting car keys/calling taxis
  - d) carding invited guests
7. **Never promote** or sponsor a function where Delta Chi may be interpreted as **selling alcohol** by:
  - a) selling drink tickets
  - b) selling empty cups
  - c) charging for “all you can drink”
  - d) hosting an event in conjunction with a local bar or alcohol distributor
8. **Serve non-alcoholic beverages** and provide food for members and guests. Be good hosts.
9. **Do not promote alcohol** as the center of the party or allow members or guests to engage in drinking games.
10. **Avoid glass bottles.** Don’t risk someone getting cut by broken glass and make your clean-up easier.
11. **Provide transportation or taxis** for members and guests who have had too much to drink. Take care of your members and guests.
12. **Do not allow swimming pools.**
13. **Close bedrooms to guests.** Protect your personal belongings and property. Keep the party in the community areas.
14. **Remember over-indulgence of alcohol must not be allowed.** Remember our Fraternity policies including:
  - a) no grain alcohol

- b) dry recruitment and post pledging activities, especially during “Bid Night”
  - c) no open parties
  - d) no purchase of alcohol with chapter funds
  - e) no illegal drugs
- 15. Establish a time limit for the party.** Four hours should be a guideline.
- 16. Discourage “road trips”** emphasizing the use of alcohol while driving.
- 17. Close all access to your roof.** Don’t allow members or guests to have access to the roof. Eliminate the risk of someone falling.
- 18. Ensure stairways are clear and safe.** Help to create a safe environment; ensure that stairways have non-slip surfaces, are well lit, and are free from trash or debris. Eliminate the risk of someone slipping.
- 19. Post emergency exit signs.** Make exit signs clearly visible.
- 20. Before the party, develop a clean-up plan.** Keep your house and property well-maintained. Delegate responsibility to chapter members to look after the house and property.
- 21. Educate the chapter** by bringing in guest speakers and alcohol awareness literature.