

Large Party Night-of Checklist

There is a **mandatory pre-event meeting** before each large party. This checklist provides information on attendance, agenda, and reminders for the meeting.

Attendance **30 minutes before event start time**: RLC, RA, Security, House president, Social Chair, Social/Event Coordinator, Orange Watch Volunteers, Bartenders, Other Staff Support for the event.

Tasks	Involved Parties
<p><u>Facilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review construction structures are utilized properly. <input type="checkbox"/> Formalize entrance to events and coverage for other entrances. <ul style="list-style-type: none"> <input type="checkbox"/> Identify where people will be stationed. <input type="checkbox"/> Make sure lighting allows people to evacuate if necessary. <input type="checkbox"/> Egress is properly identified and not blocked. 	<p>RLC, Student Leaders, Security</p>
<p><u>Alcohol:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bartender service only <input type="checkbox"/> Confirm where service will be located. <input type="checkbox"/> Review and confirm that the approved alcohol sheet and purchased volume match. <input type="checkbox"/> Identify where IDs will be checked. (wristband station) <ul style="list-style-type: none"> <input type="checkbox"/> Confirm wristband management. <input type="checkbox"/> Provide birthdate list for 21+ attendees <input type="checkbox"/> Only one SRO at wristband station <input type="checkbox"/> Confirm that security will remove extra alcohol at the end of the party. Extra goes to OSE House. 	<p>RLC, Security</p> <p>Security</p>
<p><u>Food and Beverage:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Water must be provided and available outside and in the quantities noted on the alcohol sheet. <input type="checkbox"/> Substantial food and non-alcoholic drinks easily available for all attendees throughout the party (not just chips or candy) <ul style="list-style-type: none"> <input type="checkbox"/> If food and water run out, they must be replenished or the bar is shut down 	<p>RLC, Student Leaders</p>

Large Party Night-of Checklist

Tasks	Involved Parties
<p><u>Oversight and Emergencies:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Orange Watch plans reviewed. <ul style="list-style-type: none"> <input type="checkbox"/> Review Good Samaritan policy. <input type="checkbox"/> Call 626-395-5000 for help (student is sick or unresponsive) <input type="checkbox"/> Confirm that gatherings beyond the main event are addressed/managed <ul style="list-style-type: none"> <input type="checkbox"/> Reach out to RLC, RA, or Security <input type="checkbox"/> Document (and notify RLC) transports, confiscations, other issues 	<p>RLC, Orange Watch, Security</p> <p>Security</p>
<p><u>Noise Level:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review noise complaint policy <ul style="list-style-type: none"> <input type="checkbox"/> First complaint - the volume must be turned down <input type="checkbox"/> Second complaint - last chance to turn/keep volume down <input type="checkbox"/> Third complaint - music is shut down <input type="checkbox"/> Conduct sound check with student leaders <ul style="list-style-type: none"> <input type="checkbox"/> Re-check throughout party 	<p>RLC, Student Leaders, Security</p> <p>Security</p>
<p><u>Clean-up and Tear Down:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify who is responsible for clean up: <ul style="list-style-type: none"> <input type="checkbox"/> Contact information: _____ <input type="checkbox"/> Immediately after the event: <ul style="list-style-type: none"> <input type="checkbox"/> Perishables and food items must be cleaned up and stored or thrown away in the proper receptacles. <input type="checkbox"/> Cables, cords and anything that presents a safety or tripping hazard must be cleaned up and stored. <input type="checkbox"/> Beginning the next day: <ul style="list-style-type: none"> <input type="checkbox"/> Trash and clean up must begin unless prior arrangements have been made. <input type="checkbox"/> If there was construction, it must be cleaned-up by the second Monday post-event – House must ask for an extension if they need more time. 	<p>RLC, Student Leaders</p> <p>Students</p> <p>Students</p> <p>Students</p>