Event Monitor Training (Sample Agenda)

Alpha Alpha Alpha ● *Beta Beta Beta* ● *Gamma Gamma Gamma*

<Insert Party Theme>
<Insert Date>

I. Icebreaker

II. Event Monitor Defined

a. An individual who monitors and regulates chapter events to maintain a safe environment while ensuring compliance with all university/council and (inter)national policies.

III. Policy Enforcement

a. Review the Risk Management Policies and the WHY behind them to get buy in
    i. No open parties, only those on the guest list are able to attend the event
        1. Example "Why:" You don't want to let "rando's" into your event, you don't know what kind of trouble they bring with them; You also want to be able to prove someone wasn't at your event and you can only do that through consistent enforcement of a guest list.
    ii. No underage drinking, and no purchasing alcohol for minors
        1. Example "Why:" if someone provides a minor with alcohol and you do nothing to correct what has happened, your organization may be liable/responsible. What happens at a chapter event the chapter is responsible for.
    iii. No pre-gaming
        1. Example "Why:" Pre-gaming leads to increased and rapid intoxication at events, as the effects of the alcohol appear once the individual is at the venue, and individuals overseeing the event don't know how much or what the individual has had to drink. The chapter becomes responsible for managing what happened prior to the event starting.
    iv. No drinking games
        1. Example "Why:" Drinking games encourage, increase, and speed up binge drinking and ultimately, the level of intoxication of individuals. It can be difficult to assess levels of intoxication in real time.
b. Review additional chapter policies and requirements
c. Discuss policies held by the strictest co-sponsoring chapter (if applicable)
    i. Transportation restrictions
    ii. Limitations on type of alcohol (for example, no shots)

IV. Emergency Procedures

a. Signs of Alcohol Poisoning - Know FADED:
   i. *Feel for a pulse* - if you can't find a pulse on the wrist, check the neck; notice if skin is bluish, cold, clammy, or pale.
   ii. *Assess breathing* - shallow, irregular (ten seconds or more between breaths) or slow breathing (less than eight breaths per minute).
   iii. *Determine sleeping status* - not roused bid pinching, prodding, or shouting.
   iv. *Emergency call to 911*- don't hesitate to call if a friend is in trouble.
   v. ***Do*** *not leave your friend alone* - roll on side in case vomiting occurs.
   vi. Be prepared to contact emergency services if members and/or guests exhibit signs of alcohol poisoning, including passing out, throwing up, cold/clammy/pale skin, inability to staid conscious or awake, and slow/shallow breathing. You can learn more and review information about intervention here (LINK)
b. Chain of Command for the Event
   i. Identification of officers in charge from each of the chapters
   ii. Sharing of cell phone number of presiding officer