Event Monitors: Roles and Responsibilities & Action Planning

What is an Event Monitor?

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

Choosing Your Event Monitors

- Consider the number of event monitors required by each co-sponsoring chapter's (inter)national policies. Follow the strictest requirement.
  - Number of People Attending Event for YOUR Chapter (including members and guests): _____
    (For co-sponsored events, this number does NOT include the members and guests of co-sponsoring chapters)
  - Strictest Event Monitor Ratio/Requirement from the Co-Sponsoring Chapters: _____
  - Number of Event Monitors Required from YOUR Chapter for Event: _____
  - Number of Event Monitors Required from Co-Sponsoring Chapters: _____
    (Each Chapter must provide Event Monitors at an approximately equal ratio, with at least two Event Monitors per Chapter)
- Determine who should be serving as event monitors. If your (inter)national policy requires certain officers, be sure to include them. Beyond that, select a mix of senior, junior, sophomore, and first year members. Consider using a volunteer or rotating responsibility system for selection. It is not recommended that you assign someone to be an event monitor as a punishment for poor behavior.

	Chapter One Monitors	Chapter Two Monitors	Chapter Three Monitors	Chapter Four Monitors
1 **(L)**				
2				
3				
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Roles and Responsibilities for Lead Event Monitor(s):

- Meet with Lead event monitor(s), chapter risk management chair(s), chapter social chair(s), and chapter president(s) for each co-sponsoring chapter prior to event and discuss event monitor training. At this meeting, the strictest chapter policies and procedures should be determined, and an event action plan should be created (you can use this guide as a model).
- Coordinate event monitor training prior to event. For co-sponsored events, it is highly recommended that the Lead event monitors for each chapter coordinate a joint event monitor training for all event monitors.
- Brings copies of the following documents to event for reference:
  - Chapter Risk Management Policy
  - Chapter Emergency Procedures
  - Chapter Event Action Plan for Specifically Assigned Event Monitor Roles
- Complete all roles and responsibilities for all event monitors (Listed below)
- Provide support to event monitors handling risky situations, including deescalating conflict, possible alcohol poisoning, and asking members/guests to Leave.

Roles and Responsibilities for All Event Monitors:

- Gauge the Level of intoxication of members and guests.
  - Be prepared to ask members and guests to Leave if they become too intoxicated, behave inappropriately, or put themselves and/or others at risk. Warning signs of over intoxication include strong smell of alcohol, trouble standing, slurred works, Lack of coordination, poor balance, inability to focus, and slow reaction time.
  - 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 stay conscious or awake, and slow/shallow breathing. You can Learn more and review information about intervention here (LINK)
- Assist in de-escalating conflicts unless the situation is unsafe, in which case, the event monitor should work with Location security or call 911.
- Generally, be aware of interactions between and among members and guests. This includes considering intervention related to interpersonal violence or instances where consent among involved parties cannot be or has not been given. Event monitors can develop strategies for checking in with members and guests and ensuring that potentially problematic or nonconsensual interactions are eliminated or interrupted.
- Offer and encourage members and guests to drink water and non-alcoholic beverages, as well as eat snacks.
- Be aware of the additional entrances and exits of the Location to ensure that all members are guests are utilizing the main entrance as the only entrance and exit (unless in the case of an emergency).
- Be aware of the age of members and guests consuming alcohol.

    - Be prepared to ask members/guests to leave if they are underage and consuming alcohol.
- Promote compliance with university and (inter)national organization policies.
- Be aware of their chapter's emergency procedure protocol, and implement when necessary.

BYOB Events: Specifically Assigned Event Monitor Roles

Check ID for Name on Guest List: _____

- Only a picture ID with first and last name is acceptable

Check ID for Drinking Age and Distributing Wristband/Stamp and BYOB Tickets (if relevant): _____

- Only a picture ID with birthdate is acceptable
- Avoid stamps that can be washed off or transferred. Use wristbands if possible.
- Alcohol brought to a BYOB event must be 15% ABV or less. Hard alcohol should not be brought to the event by guests.
- If members and/or guests are shoring alcohol (e.g. 12-pack, 24-pack, etc.), all members and/or guests sharing the alcohol should check in at the same time.
- BYOB tickets indicate the number of beverages brought to the event, as well as the type and brand of alcohol.

Transferring Alcohol to Bar: _____

- Alcohol entering the event should go directly to the bar. No beverages should be obtained by members and/or guests except through the bartender.

Monitor Members and Guests Entering Event for Pre-Gaming: _____

- Gauge the level of intoxication of members and guests entering event. Be prepared to deny entry to anyone who is already impaired by alcohol or drugs. Warning signs include strong smell of alcohol, trouble standing, slurred works, lack of coordination, poor balance, inability to focus, and slow reaction time.
- Work to limit underage members and guests attempting to bring alcohol into the event, as well as members and guests attempting to bring hard alcohol into the event.

Monitor the Bar: _____

- When members and/or guests want one of their beverages, the bartender checks for wristband/stamp, checks one drink of the BYOB ticket, and provides one beverage to the member. Members and guest can only have one beverage at a time and can only drink the beverages they brought to the event. Bartenders should not open the beverages when handing them to the member/guest.
- Bartenders should refuse to serve members and/or guests who appear to be overly intoxicated.

Monitor Members and Guests Leaving the Event: _____

- Gauge the level of intoxication of members and guests leaving the event. Check that members and guests have a safe ride/walk home if transportation is not being provided (or identified if it's not provided - like Uber). Follow all (inter)national organization policies for event transportation.

Dispose of Alcohol After the Event: _____

- Individuals should not leave with only leftover alcohol. Alcohol left by members and guests should be immediately disposed.

Third Party Vendor Events: Specifically Assigned Event Monitor Roles

Check ID for Nome on Guest List: _____

- Only a picture ID with first and lost name is acceptable

Monitor the Bar: _____

- Ensure underage members and guests ore not obtaining alcoholic beverages from the bar via acquired wristbands/stomps and/or washed off "Xs."
- Bartenders should refuse to serve members and/or guests who appear to be overly intoxicated.

Monitor Members and Guests Entering Event or Boarding Transportation for Pre-Gaming: _____

- Gouge the level of intoxication of members and guests entering event or boarding transportation. Be prepared to deny entry or attendance to anyone who is already impaired by alcohol or drugs. Warning signs include strong smell of alcohol, trouble standing, slurred works, lock of coordination, poor balance, inability to focus, and slow reaction time.
- Work to limit underage members and guests attempting to bring alcohol into the event, as well as members and guests attempting to bring hard alcohol into the event.

Monitor Members and Guests Leaving the Event: _____

- Gouge the level of intoxication of members and guests leaving the event. Check that members and guests hove a safe ride/walk home if transportation is not being provided (or identified if it's not provided - like Uber). All chapters must follow the strictest chapters' (inter)national organization policies for event transportation.