Checklist for Meeting the Night of an Interhouse Party

There is a mandatory pre-meeting in advance of an interhouse. This checklist provides information on attendance, agenda, and reminders for the meeting.

Attendance **1 hour before event**: Security, House president, Social Chair, Social/Event Coordinator, RLC, Other Staff Support for the event

Attendance **30 minutes before event**: RA, Orange Watch Volunteers, Bartender

Facilities:
- □ Review construction structures are utilized properly
- □ Access points in and out are monitored appropriately
- □ Formalize entrance to events and coverage for other entrances
- □ Make sure lighting allows people to evacuate if necessary
- □ Egress is properly identified and not blocked
- □ Identify where people will be stationed

Covid Protocols:
- □ Review best practices and mask options
- □ Confirm occupancy and social distancing expectations
- □ Security and students identified for managing occupancy

Alcohol:
- □ Bartender service only
- □ Confirm where service will be located
- □ Review approval sheet alcohol list and purchased volume match
- □ Identify where IDs will be checked
- □ Confirm wristband management
- □ Birthday list
- □ Confirm that security will remove extra alcohol at end of party

Food and Beverage:
- □ Substantial food and non-alcoholic drinks easily available for all attendees (not just chips or candy)
- □ Water must be provided and available outside and in the quantities outlined by the formula
Oversight and Emergencies:
- Orange Watch plans reviewed
- Review Good Samaritan policy
- Call 5000 for help
- Confirm that gatherings beyond the events are addressed/managed
- Overly intoxicated students are cared for/not admitted

Noise Level:
- Review noise complaint policy
  - First complaint, the volume must be turned down
  - Second complaint, it will be shut off

Clean-up and Tear Down:
- Identify who is responsible for clean up:
  - Contact information: ________________________________
- Immediately after the event, perishables and food items must be cleaned up and stored or thrown away in the proper receptacles; cables, cords, and anything that presents a safety or tripping hazard must be cleaned up and stored
- Beginning the next day, trash and clean up must begin unless prior arrangements have been made
- If there was construction, must be cleaned-up by the second Monday post-event – House must ask for an extension if they need more time