

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