



**PREVENTION IN ACTION: BEFORE THE EVENT  
2020 EDITION  
FOUR-WEEK VERSION**

**SETTING THE STAGE**

You have recently been appointed to the Chapter Safety & Accountability Committee. The Executive Council has identified two primary goals for your committee:

1. Help the chapter host safe & successful social events.
2. Hold accountable any members who fail in their obligations to the chapter.

Your committee has the full support of the Executive Council, Standards Board, and Council of Advisors to help the chapter reach the two goals identified above.

**SCORING**

On the next page, you will be given the plan to an upcoming social event. Your committee is tasked with:

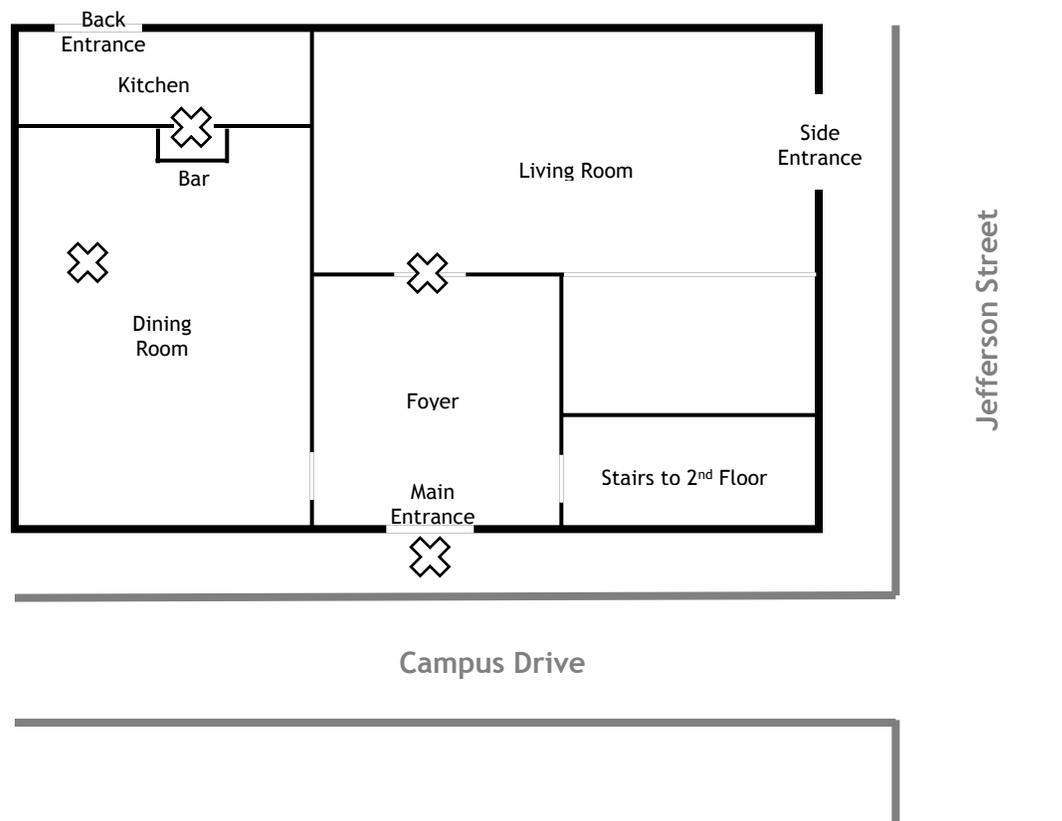
- Identifying practices or procedures that will promote safety before, during, and after the event;
- Identifying practices or procedures that could be problematic or violate Pi Kappa Phi’s risk management policy; and
- Recommending practices or procedures that would promote safety before, during, and after the event.

Your team will receive one point for each correctly identified best practice or problematic practice and one point for each recommendation that resolves a problematic practice or procedure.

<b>CATEGORY</b>	<b>POINTS EARNED</b>	<b>POINTS POSSIBLE</b>
Best Practices Identified		5 points
Problematic Practices Identified		6 points
Problematic Practices Resolved		6 points
<b>TOTAL</b>		<b>17 points</b>

**BEFORE THE EVENT - THE SCENARIO**

During the weekly Chapter Safety & Accountability Committee meeting, the Social Chair makes his report about upcoming social events. He shares that the event is scheduled for next Friday and that he thinks that, after a tough semester, the members will really enjoy what he has planned (see next page).



## Event Summary

Pi Kappa Phi is excited to partner with O'Malley's Tavern to host the inaugural Greek Olympics party on Friday, May 5<sup>th</sup> beginning at 9:00pm. The event will be hosted at the intersection of Campus Drive and Jefferson Street at the Pi Kapp chapter house.

Guests may register to compete in the Greek Olympics up to 24 hours before the event begins. Teams will be asked to dress as the nation of their choice and compete in a number of games including - but not limited to - beer pong, flip cup, and case races. Winners will earn points and the team with the highest total at the end of the event will receive a \$250 gift card to O'Malley's Tavern.

To make sure the event is as successful as possible, each chapter member planning to attend should Venmo \$25 to the Social Chairman to cover the cost of decorations and liquor. O'Malley's Tavern will provide beer and wine.

The safety of our members and guests is important. As such, event monitors will be placed at each X marked in the picture above. To select event monitors, the chapter will place everyone's name in a hat and draw four names at the April 30<sup>th</sup> chapter meeting. Anyone with an outstanding balance to the chapter will have their name placed in the hat twice.

The event monitor placed at the main entrance will check IDs for anyone who arrives. Teams will be given colored wristbands and anyone else who comes to the event will just need to provide their name. The chapter will record their name so that we have a record of them attending.

During the event, an O'Malley's bartender will serve alcohol from the bar in the dining room, using the kitchen as storage. Guests will need to come up to the bar and show their ID to get a drink. Games and music will be offered in the dining room while guests will be able to grab snacks and water in the living room. We will leave the stairwell open in case any members who live in the house want to go to their room.

## ANSWER KEY

The chapter should not move forward with the Greek Olympics event unless a number of changes are made to the plan submitted by the Social Chair. Each compliant practice, policy violation, and potential recommendation are listed below.

### Compliant Practices & Procedures

“O’Malley’s Tavern will provide beer and wine.”

- To be a compliant third-party vendor, O’Malley’s Tavern must meet ALL the following criteria:
  - Licensed to sell and serve alcohol in your state, county, and/or city.
  - Has a minimum of \$1,000,000 of general liability insurance and names the chapter as an additional insured, listing the chapter as a Certificate Holder.
  - Agrees to cash or credit, per drink sales only to individuals over the legal drinking age (i.e. a cash bar).

“Event monitors will be placed at each X marked in the picture above.”

- It is a good practice to use event monitors during events, but the chapter should have one event monitor for every 15 guests as well as one event monitor for each entrance. See the [Event Monitor Resource](#) for more best practices around event monitors.

“The event monitor placed at the main entrance will check IDs for anyone who arrives.”

- This is a good practice, but the chapter should establish a system (wristbands, hands stamps, etc...) that clearly identifies any members or guests who are of legal drinking age.

“During the event, an O’Malley’s bartender will serve alcohol from the bar in the dining room...”

- There should be one distribution area to restrict alcohol from guests who are not of legal drinking age.

“...guests will be able to grab snacks and water in the trophy room.”

- It is a best practice to offer alternative food and non-alcohol beverage options (e.g. non-salty snacks and bottled water) to members and guests during events with alcohol.

### Violations & Recommendations

“Pi Kappa Phi is excited to partner with O’Malley’s Tavern to host the inaugural Greek Olympics party...”

- Violates (6) All or Nothing Rule and (7) No Co-Sponsorship with Distributors.
- To make this compliant, the chapter should not co-host or co-sponsor with O’Malley’s Tavern, instead it could consider contracting O’Malley’s Tavern as a third-party vendor as long as it meets the rules for a third-party vendor (see above).

“Teams will be asked to dress as the nation of their choice...”

- This is not a direct policy violation, but there is a likelihood that members or guests are encouraged to make fun of a particular group of people or culture, or otherwise wear offensive or racist costumes.

- To create an environment in which all people are treated with dignity and respect, the chapter may instead recommend that members and guests dress in athletic attire.

“...compete in a number of games including - but not limited to - beer pong, flip cup, and case races.”

- Violates (4) No Bulk Quantities and (10) No Drinking Games.
- Instead of offering bulk quantities of alcohol, the chapter should let a third-party vendor serve drinks. This will help the chapter avoid creating an environment in which binge drinking is encouraged or glorified.
- If the chapter wants to encourage competition amongst teams, it should instead offer games that do not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol.

“...Venmo \$25 to the Social Chairman to cover the cost of decorations and liquor.”

- Violates (5) No Chapter Purchase and (3) BYOB or Third Party Vendor Hard Alcohol Ban.
- Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g. admission fees, cover fees, collecting funds through digital apps, etc...). Instead, the chapter should consider using a third-party vendor or ask that all members and guests adhere to a bring your own beverage (“BYOB”) system.
- If the chapter wants liquor on chapter premises or at any event, it must be served by a licensed and insured third-party vendor.

“...anyone else who comes to the event will just need to provide their name.”

- Violates (8) No Open Parties
  - Instead of collecting names at the door on the night of the event, the chapter refer to page 11 of the [Social Event Planning Guide](#) to build an effective guest list.

“We will leave the stairwell open...”

- The party area should be restricted to a specific area so that the event monitors can best manage guests and brothers.